

Commission on Peace Officer Standards and Training  
Commission Meeting

October 23, 1980, 10 a.m.  
Sacramento Inn - Sierra A & B  
1401 Arden Way - At Freeway  
Sacramento, California

October 24, 1980, 9 a.m. (if needed)

AGENDA

CALL TO ORDER

ROLL CALL OF COMMISSION MEMBERS

INTRODUCTIONS

Introduction of newly appointed Commissioner Joseph Trejo, Deputy Chief, Fresno Police Department.

A. APPROVAL OF MINUTES

Approval of minutes of regular quarterly Commission meeting  
July 17, 1980, Hanalei Hotel, San Diego

B. CONSENT CALENDAR

1. Receiving Course Certification/Modification/Decertification Report

Since the July meeting, there have been 16 new certifications, 50 modifications, and 13 decertifications.

In approving the Consent Calendar, your Honorable Commission takes official note of the report.

2. Affirming Policy Statements for Commission Policy Manual

Consistent with Commission instructions, statements of policy at previous Commission meetings are brought back for affirmation by the Commission at a subsequent meeting. This agenda item covers those policy statements made at the July 17, 1980, and the special meeting of June 19, 1980, regarding policy relating to payment of reimbursements.

The staff report and complete policy statements are shown under Tab B. 2., covering the following subject areas:

- a. POST certificate awards affecting basic training requirements are to come before the Commission as a matter of course, consistent with existing policy.
- b. Request for proposal process for contracts.
- c. Policy on reimbursement of claims within the fiscal year's allocations.

## Consent Calendar - cont.

In approving the Consent Calendar, the Commission affirms the policy statements shown in the staff report under the tab.

3. Maximum Reimbursement Rate for Taxi Use

Commission Procedures do not establish a maximum allowable rate for taxi use by trainees attending certified courses. Staff recommends bringing this subject into conformance with other guidelines follows: "because of the high cost, the taxi should be used only in unusual situations. Normally, reimbursement is not authorized to exceed 21¢ per mile if a taxi is utilized", (or the approved state rate).

4. Policy Statement - Reimbursement for Travel - Cost Effective Options

There is a need to establish Commission policy to ensure equity and flexibility in unusual situations in the transportation reimbursement process. It is sometimes less costly and more convenient to both POST and the agency to reimburse at lower than the rate set in the procedures.

In approving the Consent Calendar, the Commission would provide flexibility to handle the exceptional cases:

"In those cases where circumstances show it to be more cost effective to the jurisdiction and a more prudent use of the Peace Officer Training Fund, allow payment of the less expensive method of reimbursement upon the approval of the Executive Director."

5. Motorcycle Training - OTS Grant

Existing certified training courses are inadequate to meet the need for training of motorcycle officers. This problem has existed for some time and has become aggravated by increased use of motorcycles by law enforcement agencies. A two- to four-year waiting period now exists for certified courses. Recent inquiry of administrators reveals an immediate need for training of more than 300 motorcycle officers.

This type of training is expensive. POST currently anticipates investing \$285,000 in motorcycle training in the next two years. The Office of Traffic Safety has recently agreed to provide \$120,000 as a grant to POST to help offset the cost of this training over the two-year period. Staff is seeking authority from the Commission to accept the grant funds to offset costs of the program to meet this training need.

Acceptance of these funds from OTS does not require matching funds. POST administrative costs will be recovered from the

grant. OTS's purpose in awarding the funds to POST is to assist with funding a problem of mutual concern. In approving the Consent Calendar, the Commission authorizes POST to receive the grant.

6. Chemical Agent Training, California Youth Authority (CYA)

The California Youth Authority field parole agents have been required to complete the chemical agents course required of regular police officers and deputy sheriffs. A request has been made by the CYA to change Commission Procedure D-7, effective November 1, 1980, to allow CYA field parole agents to complete the DOJ Tear Gas Training for citizens in order to satisfy the requirements of P.C. 12403. CYA parole agents are restricted by administrative procedures to carrying and using the Federal Mini-Streamer 282 CN tear gas aerosol tear gas device while on duty, and therefore do not need the full-length POST-required course for their personnel. Since CYA parole agents are not POST reimbursable, there will be no fiscal impact on the Peace Officer Training Fund. In adopting the Consent Calendar, the Commission approves this type of training for the CYA.

7. Adjusting Executive Development Course Contract

At its January, 1980, meeting, the Commission approved five Executive Course contract presentations, totaling \$42,010. Subsequently, at its April meeting, the Commission approved a general increase in the tuition guidelines. Because of this action, the adjustment to the Executive contract is \$2,770. To meet the state provisions and requirements of General Services, it is necessary for the Commission to formally approve the addition of \$2,770 to the contract. In approving the Consent Calendar, the Commission authorizes the \$2,770 contract amendment.

8. Computerized 832 Training - College of the Redwoods

In adopting the Consent Calendar, your Honorable Commission takes note that staff intends to certify a pilot course in computerized training at the College of the Redwoods. This is brought to the Consent Calendar only because the Commission had previously expressed concern in POST's working with Control Data Corporation, developer of the concept. No out-of-the-ordinary costs for POST will be involved in the exploratory presentation.

9. Setting Public Hearing for April 16, 1981, Meeting Re. A.B. 1055 Requirement

It is recommended a public hearing be scheduled for the April 16-17, 1981, meeting to amend appropriate Commission Regulation Sections as required to implement the requirements of A.B. 1055, which requires POST to make available the basic course equivalency test to persons who have acquired prior equivalent peace officer training in lieu of attendance of the POST-certified basic course. In approving the Consent Calendar, your Honorable Commission sets this item for public hearing as indicated.

C. PUBLIC HEARING - Supervisory and Management Courses Attendance Eligibility

In accordance with the provisions of the Administrative Procedure Act, a public hearing will be held on the proposed revision of the present language of Section 1001 (k) and (o), add a new Section 1001 (s) relative to the quasi-supervisory position, and add new Sections 1005(b)(2)(c) and 1005(c)(2)(c) relative to minimum standards for training.

Existing provisions of the Commission's Regulations allow for reimbursement of training expenses of participating jurisdictions related to supervisory and management training only for officers who have been appointed to such classes or are so appointed within one year following such training.

The proposed regulation amendments and additions would also allow for reimbursement to participating jurisdictions for travel and per diem expenses related to (1) supervisory training for officers who are appointed to quasi-supervisory positions, and (2) management training for officers who are appointed to supervisory positions. Also included are technical changes to renumber and simplify the language contained in the existing regulations.

Staff recommends adoption of the above proposal.

Written testimony in support of the above proposal has been received from the following:

John C. Smith, Chief of Police, Porterville  
 John Carpenter, Sheriff, Santa Barbara County  
 Robert Norman, Chief of Police, Ridgecrest  
 Lester Reese, Mayor, City of Buena Park  
 Gary E. Brown, Chief of Police, San Clemente  
 J. W. Moore, Chief of Police, San Marino  
 Karel A. Swanson, Chief of Police, Walnut Creek

As of the writing of this report, no negative comments have been received.

D. FINANCIAL REPORT, 1st Quarter 1980/81

The Quarterly Report reflects training and reimbursement activity as well as revenue and fund balance statements for the first quarter of F. Y. 1980/81.

E. BUDGET PROPOSAL, 1981/82<sup>6</sup> F. Y.

Commissioner Vernon, Chairman of the Budget Committee, will review the Committee's activities and budget change proposal recommendations with the Commission for modification and/or adoption. The signing by the Governor of S. B. 1447 and S. B. 1428 will have a beneficial impact

on law enforcement training. In view of the additional available resources, suggestions for modifying this year's budget and adjusting next year's budget change proposals are included under the tab.

F. SPECIALIZED TRAINING FUNDING PROPOSALS

At the April 1980 Commission meeting, the Military Department's California Specialized Training Institute (CSTI) presented a request that POST fund its training program in the amount of approximately \$686,000 for F.Y. 1980/81, in view of their loss of LEAA funding. After study and discussion, the Commission approved funding in approximately one-half that amount to assure continuity of training while staff gathered additional training delivery options through a competitive process for presentation at the October meeting.

The four areas of training for which POST invited requests for certification were Officer Security and Field Tactics (Officer Survival), Civil Emergency Management, Terrorism Management, and Hazardous Materials Management. Requests for certification were submitted by a number of vendors including CSTI. A full report and analysis is included under the tab.

Based both on the results of the proposals and the military nature of the presenter, staff is recommending that a contract with the Military Department be entered into for the January 1 to June 30, 1981 period reflecting greater emphasis on the police, military, civilian authority types of training such as Civil Emergency Management, which are particularly adapted to the CSTI situation. The recommendation is that POST take on a greater concern for the law enforcement aspects of preparation and prevention for the various kinds of civil and natural disasters that could very conceivably occur at any time. While POST, and possibly other agencies, would be involved in research and planning, CSTI could appropriately constitute the training purveyor under a contract with POST. Training could include area-specific exercises as well as presentations at San Luis Obispo.

As a matter of policy, the Commission may wish to adopt a strategy that California law enforcement will be the best schooled in prevention and preparation for potential disasters of any state in the Union. For example, one hopes the "earthquake" is perpetually postponed, in which case the training should be viewed as an insurance investment, but we should not count on it. Other examples of similar potential disasters will be cited.

In the area of Officer Safety and Field Tactics, proposals were received from several community colleges, a private presenter (Law Enforcement Research Associates), and CSTI. Officer Safety is also being presented by San Bernardino Sheriff's Department to a limited number of attendees, and aspects of officer safety are found in Basic Course and Advanced Officer Courses.

The cost analysis of the proposals for Officer Safety/Field Tactics follows:

<u>Presenters</u>	<u>Annualized Number of Students</u>	<u>Annualized Presentation Costs</u>	<u>Annualized Reimbursement Costs</u>	<u>Annualized Total Cost to POST</u>	<u>Cost per Student</u>
CSTI	1,260	\$ 252,000	\$ 325,000	\$ 577,000	\$ 458
LERA	700	143,500	47,000	190,500	272
Community Colleges	300	0	14,000	14,000	46

Though the cost for community colleges is by far the lowest, and while the potential for presenting officer safety instruction at community colleges presents a possible cost-effective way of providing this type of training to a greater number of officers than POST could otherwise afford, and though the requests for certifications are well prepared and have all the ear marks of being successful, there is still the matter of evaluating quality and effectiveness. Therefore, unless instructed to the contrary, staff will certify those requests to present officer safety training and evaluate what develops. Meantime, to assure continuity of this training, the Commission may wish to temporarily fund officer safety and field tactics training at CSTI. The recommended overall objective is to provide the truly specialized kinds of training mentioned previously in this report through CSTI.

The following recommendations are offered for the Commission's consideration for adoption:

1. Adopt a policy position that any future role of the California Specialized Training Institute in presenting POST-funded training be restricted to those areas of disaster management, civil emergency and disorder management, terrorism management or training otherwise as it appropriately relates to a police-military-civilian authority training situation.
2. Consistent with policy embodied in recommendation #1, authorize the Executive Director to negotiate and sign an Interagency Agreement with the Military Department for presentation of POST courses at CSTI emphasizing civil and natural disaster preparedness and prevention and related areas as appropriate. The contract should include Officer Safety/Field Tactics training but with the object of eventually phasing this training out of CSTI's curriculum. Hazardous materials training should not be included in the contract. The term of the contract is a six-month period from January 1, 1981, to July 1, 1981, and the amount is not to exceed the overall presentation cost of \$296,000 shown in CSTI's proposal.

G. TRAINING NEEDS ASSESSMENT (Training Information Management)

A POST survey instrument concerning training was disseminated to all chiefs of police and sheriffs on October 3, 1980. A copy of the questionnaire is included under Tab G. Questionnaires are due to be returned to POST by October 15, and preliminary results will be prepared for the Commission at the October 23 meeting. A final report will be available in January after regional conferences are held.

H. BASIC COURSE COMMITTEE REPORT ON READING AND WRITING TESTS

At the July, 1980, meeting, the Commission asked the Basic Course Committee to study the issue of the best way of making the POST-prepared reading and writing tests available to the field. After considering alternatives, the Committee is recommending that the tests be disseminated through Cooperative Personnel Services of the State Personnel Board. This provides POST with maximum control over and security of the tests consistent with minimum costs to the field.

I. REPORT FROM ORGANIZATIONAL SURVEY COMMITTEE ON REORGANIZATION

Commissioner Jackson, Chairman of the Organizational Survey Committee, will make a report on the organizational adjustments at POST which provides for a management team approach and gives institutional status to the key services and programs of POST. This is brought as an information item.

J. LEGISLATIVE REVIEW COMMITTEE

A report on the Committee's recommendations resulting from its October 23, 8 a.m., meeting will be presented.

The second year of the two-year legislative cycle has come to a close and all pending legislation has either been passed into law or otherwise disposed of. This spot on the agenda is reserved for an update on significant legislation affecting POST which was signed by the Governor during the 1980 legislative year. Proposed legislation for the next session will also be discussed. Information concerning these topics is included in the agenda packet under the appropriate tab.

K. LONG-RANGE PLANNING COMMITTEE

Committee Chairman Trives will report on the Committee's August 8, 1980, meeting. The minutes of that meeting will serve as the agenda for the next Committee meeting on October 24, 1980. The minutes are included under the tab.

L. ADVISORY COMMITTEE

Advisory Committee Chairman Wasserman will report on the Committee's request that a final report of recommendations on the makeup of the Advisory Committee be set forward to the January, 1981, Commission meeting.

M. APPEAL OF COMMISSION PROCEDURE f-1-4.f

Commission Procedure F-1-4.f states, "In other law enforcement categories designated by the Commission, the acceptability of the required experience shall be determined by the Commission, not to exceed a total of five years". The question of continuing this policy has been appealed, as is shown in the correspondence under this tab. The policy seems to have worked well over all, and unless some overriding reason for changing it is found, the policy should be continued.

N. RESERVE LEGISLATION

The Governor has signed A.B. 3217, the reserve training bill establishing two levels of Type I reserves, regular Level I reserve and "full powers and duties" reserves. "Full powers and duties" reserves are vested with all the powers of peace officers appointed under authority of 830.1 P.C. The bill also mandates the Regular Basic Course as the training standards for reserves. Major changes in Commission Procedures H-1 through H-5 are necessary to implement the new law, and the suggested changes are presented as part of this agenda item under the tab.

In addition to the necessary recommended procedural changes, there will be a need for additional reserve-accessible training. Staff is recommending that the Commission authorize staff to expand the number of extended format basic course presentations to meet emerging reserve training needs. Members of the Commission will recall that the extended format has been field-tested for the past year and found to be highly acceptable.

O. OLD/NEW BUSINESS1. Communication from Orange County Chiefs' and Sheriff's Association

Under the tab is a letter from Orange County Chiefs' and Sheriff's Association requesting that POST approve eight-hour, one-day modular training blocks even under a reduced reimbursement schedule. Don Forkus, Chief of Police of Brea, is planning on being present at the meeting, and would appreciate making some brief comments to the Commission on this issue. The Chief is aware that modular-type training is a subject of the recent needs assessment questionnaire instrument and that the issue will be reviewed as part of the needs assessment regional conferences which will take place between now and the January meeting.



## Old/New Business - cont.

2. Advanced Officer Reimbursement

At the request of Commissioner Vernon, this item is put on the agenda for discussion with the notion that any action now would become effective in a year or so, and that the Commission address some appropriate controls on Advanced Officer Reimbursement.

3. Report from the Chairman on the Symposium on Professional Issues

Chairman Trives will present a report on the Symposium on Professional Issues held October 1-3, 1980. Included in the agenda packet is a synopsis of what transpired. The chronicle of conclusions and recommendations of the Symposium is still being prepared, and will be distributed to the Commission at the October 23rd meeting.

P. PROPOSED DATES OF FUTURE MEETINGS

January 29-30, 1981 - San Diego Hilton, San Diego

April 16-17, 1981 - Northern California (suggested location - Sacramento)

July 16-17, 1981 - Southern California (suggested location - Santa Barbara)

October 21-22, 1981, Northern California (suggested location - Fresno)

Q. ADJOURNMENT

The desirability of a POST Commission study session has been suggested. The timing of such a meeting in the next three months might be desirable in view of the need for discussing POST priorities and practices. No action would be taken at the meeting. If it is the Commission's desire to hold such a workshop meeting, a date should be selected. Desirable locations will also be discussed.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Course Certification/Modification/Decertification Report</b>		Meeting Date <b>October 23-24, 1980</b>
Division <b>Operations</b>	Division Director Approval <i>Bradley W. Koch</i>	Researched By <b>Bradley W. Koch</b>
Executive Director Approval <i>Monroe C. Boehm</i>	Date of Approval <b>8 September 1980</b>	Date of Report <b>October 1, 1980</b>
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

The following courses have been certified, modified or decertified since the July 17-18, 1980, Commission Meeting:

CERTIFIED

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
1.	Sexual Exploitation of Children Investigation	NCCJTES, Redwoods Center	Technical	IV	\$ 6,192
2.	Level I, Module C, Reserve Off. Training	Lake Tahoe Community College	Approved	N/A	\$ -0-
3.	Advanced Officer Course	Moorpark College	Advanced Officer	II	\$ 19,664
4.	Personal Growth & Development	Sapin/Scott Associates	Exec. Dev. Seminar	III	\$ 17,286
5.	Change Agent	Sapin/Scott Associates	Exec. Dev. Seminar	III	\$ 17,286
6.	L.E. Modular Training	CSTI	Technical	IV	\$ 3,125
7.	Terrorism Mgmt Seminar	CSTI	Technical	IV	\$ 5,156
8.	Weaponless Defense Inst. Course	NCCJTES, Los Medanos College	Technical	IV	\$ 5,160
9.	Driving Instructor Course	Bob Bondurant L.E. Driving Academy	Technical	IV	\$ 3,065

Utilize reverse side if needed

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
10.	Investigation of Crimes Against the Elderly	DOJ-TC	Technical	IV	\$ 16,380
11.	Cargo Theft Investigation	DOJ-TC	Technical	IV	\$ 16,386
12.	Assertive Supervision	Southwest Reg. Trng. Center	Supervisory Seminar	II	\$ 5,000
13.	Reserve Training Level II	Shasta College	Approved	N/A	\$ -0-
14.	Criminal Investigation Course	Chapman College	Technical	III	\$ 6,192
15.	Police Defen- sive Tactics for Instructors	NCCJTES, Redwoods Center	Technical	IV	\$ 7,224
16.	Driving Under the Influence Allied Agencies	CHP	Technical	IV	\$ 9,288

MODIFIED

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
1.	P.C. 832 Arrest and Firearms	San Bernardino Co. S.O.	Approved	IV	-0-
	<u>Description of Change:</u> Maximum enrollment changed from 36 to 45.				
2.	Basic Course	SLETC	Basic	I	\$ 162,392
	<u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes.				
3.	Basic Course	NCCJTES, Butte Center	Basic	I	\$ 212,615
	<u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes.				
4.	Basic Course	Central Coast Co. Police Academy	Basic	I	\$ 116,769
	<u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes.				
5.	Basic Course	LASO	Basic	I	\$ 518,976
	<u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes.				
6.	Basic Course	LAPD	Basic	I	\$ 518,976
	<u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Change from Plan II to Plan I for reimbursement purposes.				
7.	Basic Course	NCCJTES, Los Medanos College	Basic	I	\$ 103,794
	<u>Description of Change:</u> Modified to reflect change from Plan II to Plan I. Reimbursable fee of \$56 was established by budget submitted for their interim Driver Training course which was previously submitted.				

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
8. Basic Course	San Francisco Police Dept.	Basic	I	\$ 324,787
<u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes.				
9. Basic Course	Golden West College	Basic	I	\$ 259,488
<u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes.				
10. Basic Course	Orange Co. Sheriff's Department	Basic	I	\$ 116,769
<u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes.				
11. Basic Course	Academy of Justice, Riverside	Basic	I	\$ 155,692
<u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes.				
12. Basic Course	NCCJTES, Santa Rosa Center	Basic	I	\$ 182,448
<u>Description of Change:</u> Modified course to include Commission-approved Driver Training. Fee of \$134. Changed from Plan II to Plan I for reimbursement purposes.				
13. Basic Course	Modesto Reg. Crim. Jus. Trng. Cntr.	Basic	I	\$ 211,918
<u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes.				
14. Basic Course	Rio Hondo College	Basic	I	\$ 345,984
<u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes.				

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
15.	Basic Course	Bakersfield College	Basic	I	\$ 69,196
	<u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes.				
16.	Basic Course	Ventura College	Basic	I	\$ 90,822
	<u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes.				
17.	Basic Course	NCCJTES, Redwoods Center	Basic	I	\$ 182,692
	<u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes.				
18.	Team Building Workshop	Justice Research Assoc.	Team Bldg. Workshop	III	\$ 58,500
	<u>Description of Change:</u> Modified to reflect a flat fee of \$2250 per agency, with a maximum of 26 presentations.				
19.	Team Building Workshop	Justice Trng. Inst.	Team Bldg. Workshop	III	\$ 36,000
	<u>Description of Change:</u> Modified to reflect a flat fee of \$2250 per agency, with a maximum of 16 presentations.				
20.	Team Building Workshop	Ross, Lewis and Assoc.	Team Bldg. Workshop	III	\$ 27,000
	<u>Description of Change:</u> Modified to reflect a flat fee of \$2250 per agency, with a maximum of 12 presentations.				
21.	Team Building Workshop	Sapin/Scott Associates	Team Bldg. Workshop	III	\$ 9,000
	<u>Description of Change:</u> Modified to reflect a flat fee of \$2250 per agency, with a maximum of 4 presentations.				

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
22.	Reserve Trng. Module B	Bakersfield College	Reserve	N/A	\$ -0-
	<u>Description of Change:</u> Add two additional presentations to meet local needs.				
23.	Defensive Tac- tics for Inst. Update	FBI-San Francisco	Technical	IV	\$ 6,192
	<u>Description of Change:</u> Reduce hours from 32 to 24 and fiscal impact from \$8,256 to \$6,192.				
24.	Latent Finger- print Tech.	DOJ-TC	Technical	IV	\$ 3,096
	<u>Description of Change:</u> Title change from Advanced Latent Fingerprint to Latent Fingerprint Techniques.				
25.	Crim. Justice Info Systems	CSU, Long Beach	Technical	III	\$ 2,476
	<u>Description of Change:</u> Increase tuition from \$85 to \$100.				
26.	Crime Specific Burglary Inv.	CSU, Long Beach	Technical	III	\$ 5,458
	<u>Description of Change:</u> Increase tuition from \$85 to \$100.				
27.	Mgmt. by Objec- tives/Stress Problem Solving	CSU, Long Beach	Mgmt. Sem.	III	\$ 2,476
	<u>Description of Change:</u> Increase tuition from \$85 to \$100.				
28.	Internal Affairs	CSU, Long Beach	Technical	III	\$ 16,374
	<u>Description of Change:</u> Increase tuition from \$85 to \$100.				
29.	Research Design	CSU, Long Beach	Technical	III	\$ 5,458
	<u>Description of Change:</u> Increase tuition from \$85 to \$100.				
30.	Program Eval. & Review Tech.	CSU, Long Beach	Technical	III	\$ 1,238
	<u>Description of Change:</u> Increase tuition from \$85 to \$100.				

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
31.	P.C. 832 Arrest & Firearms	Long Beach Police Dept.	Approved	IV	\$ -0-
	<u>Description of Change:</u> Increase maximum reimbursable hours from 40 to 80.				
32.	Commercial Vehicle Enforcement	LASO	Technical	IV	\$ 10,233
	<u>Description of Change:</u> Changed from Plan II to Plan IV.				
33.	L.E. Basic Photography Seminar	Tri-Community Adult Ed.	Technical	IV	\$ 27,288
	<u>Description of Change:</u> Increase maximum reimbursable hours from 24 to 40.				
34.	Adv. Narcotic Investigators Course	U.S.-DOJ Dept. of Drug Admin.	Technical	IV	\$ 22,740
	<u>Description of Change:</u> Changed Course Control No. from 996-3263 to 996-3261.				
35.	Report Writing for Instructors	Bruce Olson & Associates	Technical	III	\$ 24,300
	<u>Description of Change:</u> Increase in tuition from \$142 to \$162.				
36.	Air Marine Narcotics Smuggling	DOJ-TC	Technical	IV	\$ 7,278
	<u>Description of Change:</u> Changed from Plan II to Plan IV.				
37.	Physical Evidence Presentation	Bahn-Fair Institute	Technical	IV	\$ 14,646
	<u>Description of Change:</u> Changed maximum number of presentations from 11 to 3, maximum enrollment from 14 to 15 and tuition change from \$179 to \$250.				
38.	Crime Scene Investigation	Bahn-Fair Institute	Technical	IV	\$ 47,920
	<u>Description of Change:</u> Changed maximum number of presentations from 12 to 8, maximum enrollment from 14 to 20 and tuition change from \$146 to \$222.				



	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
39.	Effective Mgmt. Communications	Cal Poly, Pomona	Mgmt. Sem.	III	\$ 1,486
	<u>Description of Change:</u> Increase in tuition from \$75 to \$86.				
40.	Crim. Investi- gation Mgmt.	Cal Poly, Pomona	Mgmt. Sem.	III	\$ 6,192
	<u>Description of Change:</u> Increase in tuition from \$98 to \$113				
41.	Patrol Opera- tions Mgmt.	Cal Poly, Pomona	Mgmt. Sem.	III	\$ 7,224
	<u>Description of Change:</u> Increase in tuition from \$96 to \$113.				
42.	Police Planning Skills Inst.	Cal Poly, Pomona	Technical	III	\$ 4,128
	<u>Description of Change:</u> Change in course title from Research and Planning to Police Planning Skills Institute, change from a Plan I to Plan III, and increase in tuition from \$145 to \$166.				
43.	Jail Mgmt.	Cal Poly, Pomona	Mgmt. Sem.	III	\$ 11,352
	<u>Description of Change:</u> Increase in tuition from \$138 to \$170.				
44.	Traffic Program Mgmt. Inst.	Cal Poly, Pomona	Mgmt. Sem.	III	\$ 11,352
	<u>Description of Change:</u> Increase in tuition from \$170 to \$189.				
45.	Field Training Officer	San Diego Reg. TC	Technical	III	\$ 21,831
	<u>Description of Change:</u> Changed course control number from 907-3170 to 907-3175. Changed course category from Job Specific to Skills and Knowledge.				
46.	Motorcycle Course	CHP	Technical	I	\$ 46,246
	<u>Description of Change:</u> Increase in tuition from \$600 to \$645.				
47.	Child Abuse	Gavilan College	Technical	IV	\$ 4,776
	<u>Description of Change:</u> Pay plan changed from Plan II to Plan IV. Course category changed from Job Specific to Skills and Knowledge.				

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
48.	Internal Affairs CSU, San Jose & Inves. Proc.		Technical	III	\$ 10,916

Description of Change: Changed from Plan I to Plan III.

49.	Basic Course	College of the Sequoias	Basic	I	\$ 109,617
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Description of Change: Modified course to include Commission-approved Driver Training fee of \$150. Change from Plan II to Plan I for reimbursement purposes.

50.	Supervisory Seminar	Glendale Community College	Sup. Sem.	IV	\$ 1,548
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Description of Change: Increase maximum enrollment from 25 to 40.

DECERTIFIED

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
1.	Management Course	Oakland Police Dept.	Mgmt. Course	I	-0-
2.	P.C. 832 Arrest & Firearms	FBI, San Francisco	Approved	IV	-0-
3.	Advanced Officer	FBI, San Francisco	Advanced Officer	II	-0-
4.	Robbery Investigation	CSTI	Technical	IV	-0-
5.	Juvenile Invest. for Patrol Officers	CSTI	Technical	IV	-0-
6.	International Terrorism Sem.	CSTI	Exec. Dev. Sem.	IV	-0-
7.	Invest. of Violent Crimes	CSTI	Technical	II	-0-
8.	Advanced Officer	Palomar College	Advanced Officer	II	-0-
9.	Contemporary Issues in Corrections	San Diego Co. Prob. Dept.	Mgmt. Sem.	IV	-0-
10.	Reserve Training Modules A, B and C	Grossmont College	Approved	N/A	-0-
11.	P.C. 832 Arrest & Firearms	So. Pacific Trans. Co. Police Dept.	Approved	IV	-0-
12.	Training Manager Techniques	NCCJTES, Santa Rosa Center	Technical	IV	-0-
13.	Advanced Driver Training	Annual L.E. Refresher Course	Technical	IV	-0-

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Policy Statements for Commission Policy Manual</b>		Meeting Date <b>October 23-24, 1980</b>
Division <b>Administration</b>	Division Director Approval <i>[Signature]</i>	Researched By <i>[Signature]</i> <b>Beverley Clemons</b>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>8 September 1980</b>	Date of Report <b>September 11, 1980</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

ISSUE:

The Commission has directed that staff shall submit policy matters for affirmation by the Commission prior to inclusion in the Commission Policy Manual. The attached policy statements are being submitted for such affirmation.

BACKGROUND:

Policy statements are being submitted for approval as adopted by the Commission at its Special Meeting held June 19, 1980, and its Regular Meeting of July 17, 1980.

The policy statement regarding the request for proposal for contracts adopted by the Commission at its April 24, 1980, Meeting is being resubmitted for affirmation.

ANALYSIS:

The policy statements being submitted for approval are appropriate for inclusion in the Commission Policy Manual.

At the July 17, 1980, Meeting, a motion was made to amend the minutes of the April 24 Meeting relating to request for proposal for contracts. This action concurrently changed the material proposed to be incorporated in the Commission Policy Manual.

RECOMMENDATION:

Adopt policy statements as follows for inclusion in the Commission Policy Manual.

A5. POST Certificate Awards Affecting Basic Training Requirements

All matters relating to the issuance of POST certificates, as they affect basic training requirements, are to come before the Commission as a matter of course.

Commission Meeting

7/17/80

B3. Request for Proposal Process for Contracts

Prior to POST entering into any contract with a course presenter for the purpose of presenting training, a request for proposal process shall be completed. This process would provide an opportunity to potential vendors to competitively submit proposals to present training on a contract basis and to provide the Commission with data for decision making to assure that the training will be presented in the most effective manner possible consistent with quality, cost, and need consideration.

Commission Meeting  
Reiterated

4/24/80  
7/17/80

F9. Payment of Reimbursement Claims

The Commission directs that every effort shall be made to accurately forecast training needs and the reimbursement of such training for each fiscal year. The Commission shall pay all reimbursement claims from the allocation appropriated for the fiscal year in which the claims are received.

In the event reimbursement claims exceed forecasted estimates and the amount of appropriated monies available, prior approval of the Commission shall be required to withhold payment of such claims until the following fiscal year's appropriation from the Aid to Local Government Budget.

Special Commission Meeting

6/19/80

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>MAXIMUM REIMBURSEMENT RATE FOR TAXI USE</b>		Meeting Date <b>October 23, 24, 1980</b>
Division <b>Administration</b>	Division Director Approval <i>[Signature]</i>	Researched By <b>Staff</b>
Executive Director Approval <i>Norman C. Bodin</i>	Date of Approval <b>8 September 1980</b>	Date of Report <b>September 25, 1980</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).		

ISSUE

Should there be a maximum reimbursement rate established for taxi use relative to reimbursement for attendance at certified courses?

BACKGROUND

Current regulations and procedures do not limit the use of taxis for attendance at certified courses. Commission Procedure E-5-7. j cautions agencies that "because of the high cost a taxi should be used only in unusual situations." A recent claim disclosed taxi costs in the amount of \$108 for a three day course divided among three trainees.

ANALYSIS

The Commission currently authorizes reimbursement up to 21¢ per mile for use of a rental vehicle, a departmental vehicle, or a private car. No other expenditures are allowed. Although it is a rare case when taxi use is necessitated to commute to and from the course site or point of lodging, it seems that a consistent application is appropriate. This is to prevent abuse and encourage adherence to the same standard. Therefore, it is appropriate to impose a 21¢ per mile limit on taxi use.

RECOMMENDATION

Amend Commission Procedure E-5-7. j. to read "because of the high cost, a taxi should be used only in unusual situations. Normally reimbursement is not authorized to exceed 21¢ per mile if a taxi is utilized."

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>POLICY STATEMENT - REIMBURSEMENT</b>		Meeting Date <b>October 23, 24, 1980</b>
Division <b>Administration</b>	Division Director Approval <i>[Signature]</i>	Researched By <b>Staff</b>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>8 September 1980</b>	Date of Report <b>September 25, 1980</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

ISSUE

There is a need to establish Commission policy to ensure equity and flexibility in unusual situations in the reimbursment process.

BACKGROUND

Commission Procedures outline amounts of reimbursement that can be allowed in the use of rental vehicles, private vehicles and department vehicles. Using this as an example, it is sometimes less costly and more convenient to both POST and the agency if certain established guidelines could be reimbursed in an alternate method at a lessor cost.

ANALYSIS

A specific example is in the area of rental vehicles. At this time only the maximum of 21¢ per mile can be reimbursed. It is conceivable that the cost of air fare from a participant's jurisdiction to a course site, coupled with the use of a rental car, could in fact, be less expensive than if the 21¢ per mile rate was applied and the trainee drove an agency vehicle. Current procedures preclude reimbursement for total expenses of this less expensive method of travel. The following recommendation would provide flexibility to handle the exceptional cases.

RECOMMENDATION

Adopt the following policy statement: "In those cases where circumstances show it to be more cost effective to the jurisdiction and a more prudent use of the Peace Officer Training Fund, allow payment of the less expensive method of reimbursement upon the approval of the Executive Director."

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Motorcycle Training - Grant Request</b>		Meeting Date <b>October 23, 1980</b>
Division <b>Operations</b>	Division Director Approval <i>Frederick W. Koch</i>	Researched By <b>Glen Fine</b>
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval <b>8 September 1980</b>	Date of Report <b>September 18, 1980</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

ISSUE

Because of high tuition costs, certified training courses have long been inadequate to meet demand. Demand is now increasing due to expanded use of motorcycles by law enforcement agencies. The State Office of Traffic Safety has made available \$120,000 in grant funds which could be used by the Commission to offset costs of providing this training.

BACKGROUND

POST currently certifies two week-long motorcycle training courses at the Los Angeles Police Department and the California Highway Patrol. During the 1979/80 Fiscal Year the two presenters combined graduated 129 trainees from their courses. Fifty-six (56) of the trainees were from other departments.

Several police departments have their own non-certified training programs for motor officers. Some of them train a few officers for other departments. Many motor officers in smaller departments receive their training by simply riding for a few days with an experienced motor officer in a larger department.

In May, 1980 POST staff distributed a memorandum to chiefs and sheriffs requesting advice on the number of newly assigned motorcycle officers needing training in their departments this year. Their responses indicated a current need for 333 trainees.

The volume of trainees is attributable in part to increased use of motorcycles due to gasoline prices and to Office of Traffic Safety grants that fund establishment of motorcycle enforcement programs. Because of the Office of Traffic Safety's involvement in this area, they have offered grant funds to help meet the training need.

The available grant funds from OTS amount to \$120,000 over a two year period commencing immediately.

RECOMMENDATION

Authorize staff to formally apply for OTS grant funds to help establish additional POST certified motorcycle training courses.

Utilize reverse side if needed



## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Chemical Agent Training, California Youth Authority</b>		Meeting Date <b>October 23-24, 1980</b>
Division <b>Operations</b>	Division Director Approval <i>Bradley W. Locke</i>	Researched By <b>Gene DeCrona</b> <i>DeCrona</i>
Executive Director Approval <i>Norman C. Belam</i>	Date of Approval <b>8 September 1980</b>	Date of Report <b>September 2, 1980</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

ISSUE

The California Youth Authority (CYA) has requested that all field parole agents be allowed to take the course of training approved for private persons and security guards to satisfy Penal Code Section 12403 requirements.

BACKGROUND

The CYA field parole agents have been required to complete the chemical agents course required of all regular police officers and sheriff's deputies. This course does not meet the needs of their department personnel.

The CYA has restricted, by administrative procedures, all field parole agents to the carrying and use of the Federal Mini-Streamer 282 CN aerosol tear gas device while on duty.

The course of training described in Penal Code Section 12403.7(a)(5) would satisfy all requirements of Penal Code Section 12403 and would permit the CYA to train their field parole agents in a more cost effective manner.

The Commission, at its regular meeting July 26-27, 1979, made a similar policy change for private security guards. Private security guards now satisfy the required training by completion of the Private Citizen Chemical Agent Course certified by the Department of Justice.

ANALYSIS

There appears to be no problems in allowing the CYA field parole agents to satisfy the requirements of PC Section 12403 through attendance of the private citizen chemical agent course.

The parole agents assigned to institutions will continue to be trained in the regular chemical agents course.

A change of policy will significantly reduce the paper workload of the POST Course Control Clerk and area consultant. CYA has a Chemical Agents Course certified to them. Most of their training is for field parole agents that would be trained under the Department of Justice certified course.

Analysis (continued)

The Federal Mini-Streamer is one of four approved tear gas devices for private persons. Department of Justice chemical agent training coordinator stated that they would certify CYA to present the private citizens course if the Commission approves the change.

CYA parole agents are non-POST reimbursable; therefore no fiscal impact is reported.

RECOMMENDATION

Change Commission Procedure D-7 effective November 1, 1980 to allow California Youth Authority, field parole agents, as described in Penal Code Section 830.5, to complete the Department of Justice course, Tear Gas Training for Citizens, to satisfy the requirements of PC Section 12403.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>CONTRACT FOR EXECUTIVE DEVELOPMENT COURSE</b>		Meeting Date <b>October 23, 24, 1980</b>
Division <b>Administration</b>	Division Director Approval <i>[Signature]</i>	Researched By <b>Staff</b>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>8 October 1980</b>	Date of Report <b>September 25, 1980</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page \_\_\_\_\_).

ISSUE

Commission approval is required for increase in total amount approved.

BACKGROUND

The Commission, at the January 1980 meeting, approved \$42,010 for five Executive Development Course presentations through Cal Poly Kellogg Foundation. Subsequently, at the April 1980 meeting the Commission approved a general increase in tuition guidelines.

ANALYSIS

As a result of the tuition instructional cost guidelines increase, the actual cost to present five offerings of this course has been increased by \$2,770. The Department of General Services requires confirmation by Commission action of the higher amount in order to approve the contracts.

RECOMMENDATION

Authorize an increase of \$2,770 for the Cal Poly Kellogg Foundation to make five presentations of the Executive Development Course with a total amount not to exceed \$44,780 and each presentation not exceeding \$8,956.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title Certification of a Test Presentation of a Computerized Arrest & Firearms (PC 832) NCCJTES Redwoods		Meeting Date October 23-24, 1980
Division Operations	Division Director Approval <i>Smiley W. Keith</i>	Researched By Gene Rhodes <i>GR</i>
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 8 October 1980	Date of Report
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact Yes <input type="checkbox"/> (See Analysis per details) No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page \_\_\_\_\_).

ISSUE:

Request certification for a test presentation of a computerized Arrest & Firearms Course. The presentation will be evaluated for possibility of future use. The presenter will be NCCJTES, Redwoods Center.

BACKGROUND:

Control Data through a grant with NASDLET has been two years working with College of the Redwoods developing a computerized 832 PC course. The course meets the standards established by POST and the quality established by subject matter experts at College of the Redwoods.

ANALYSIS:

Because of Commission action over two years ago regarding Contra Data, this is being presented to the Commission for action. Normally, there is no cost to POST for attendance at this course. Evaluation of the presentation will be made on site by POST staff.

RECOMMENDATION:

Certify for one presentation and provide an evaluation for future needs.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>SCHEDULE PUBLIC HEARING FOR AB1055 REQUIREMENTS</b>		Meeting Date <b>OCTOBER 23-24 1980</b>
Division <b>ADMINISTRATION</b>	Division Director Approval <i>[Signature]</i>	Researched By <i>Beverley Clemons</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>8 October 1980</b>	Date of Report <b>October 6, 1980</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

ISSUE:

AB 1055, Statutes 1980, Chapter 213, P.C. Section 13511, requires POST to develop basic course equivalency testing procedures to be implemented no later than July 1, 1981.

BACKGROUND:

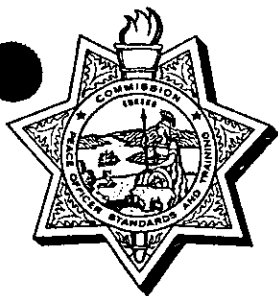
The Commission Budget Committee moved at its September 8, 1980, meeting to recommend to the Commission the adoption of staff's recommendation for a Budget Change Proposal in the amount of \$400,251 for two temporary positions and for contractual consultant and professional services to develop appropriate basic course equivalency testing procedures to meet the requirements of AB 1055. To implement the procedures will require an amendment to the Commission Regulations.

ANALYSIS:

AB 1055 requires POST to make available the basic course equivalency test to persons who have acquired prior equivalent peace officer training in lieu of attendance of the POST-certified basic course. The law also provides that the person does not have to be employed prior to testing. Provisions for implementing AB1055 will amend the Commission Regulations and Commission Procedures.

RECOMMENDATION:

It is recommended a public hearing be scheduled for the April 16-17, 1981, meeting to amend appropriate Commission Regulation Sections as required to implement the requirements of AB 1055.



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250  
SACRAMENTO, CALIFORNIA 95823

August 13, 1980

BULLETIN: 80-11

SUBJECT: NOTICE OF PUBLIC HEARING - REVISION OF REGULATIONS

NOTICE IS HEREBY GIVEN that the Commission on Peace Officer Standards and Training, pursuant to the authority vested by Section 13506 of the Penal Code, and to implement Section 13503 and 13510 of the Penal Code, proposes to amend its Regulations in Title 11, Chapter 2 of the California Administrative Code following a Public Hearing at:

10:00 a.m., October 23, 1980,  
Sacramento Inn, Interstate 80 at Arden Way  
Sacramento, California

The hearing will address the proposed revision of the present language of Section 1001 (k) and (o), add a new Section 1001 (s) relative to the quasi-supervisory position, and add new Sections 1005(b)(2)(c) and 1005(c)(2)(c) relative to minimum standards for training.

Digest of Proposed Action:

The existing provisions of the Commission's Regulations allow for reimbursement of training expenses of participating jurisdictions related to supervisory and management training only for officers who have been appointed to such classes or are so appointed within one year following such training.

The proposed regulation amendments and additions would also allow for reimbursement to participating jurisdictions for travel and per diem expenses related to, (1) supervisory training for officers who are appointed to quasi-supervisory positions, and (2) management training for officers who are appointed to supervisory positions. Also included are technical changes to renumber and simplify the language contained in the existing regulations.

The amendments and additions as proposed are:

### DEFINITIONS

1001(k) "First-Level Supervisory Position" is a the supervisory peace officer position above between the operational level and the "Middle Management Position", for which commensurate pay is authorized, and which is occupied by a peace officer who, in the upward chain of command, principally is responsible principally for the direct supervision of employees of a department subordinates, or is subject to assignment of such responsibilities and most commonly is of the rank of S, sergeant. The first-level supervisory position does not encompass positions with limited or intermittent supervisory responsibilities.

1001(o) "Middle Management Position" is a management peace officer position between the first-level supervisory position and the department head position, and for which commensurate pay is authorized, occupied by a peace officer and who which, in the upward chain of command, is responsible principally for supervisory management and/or command duties, and most commonly is of the rank of L, Lieutenant or higher.

1001(s) "Quasi-Supervisory Position" is a peace officer position above the operational level position, for which commensurate pay is authorized, is assigned limited responsibility for the supervision of subordinates, or intermittently is assigned the responsibility of a "First-Level Supervisory Position", and most commonly is of a rank below that of Sergeant.

1001(~~s~~) (t)  
~~(t)~~ (u)  
~~(u)~~ (v)  
~~(v)~~ (w)  
~~(w)~~ (x)  
~~(x)~~ (y)  
~~(y)~~ (z)

1005(b)(2)(c)

Every regular officer who is assigned to a quasi-supervisory position may attend a certified Supervisory Course and the officer's jurisdiction may be reimbursed under Plan IV following satisfactory completion of such training, provided that the officer has been awarded or is eligible for award of the Basic Certificate.

1005(c)(2)(c)

Every regular officer who is assigned to a first-level supervisory position may attend a certified Management Course and the officer's jurisdiction may be reimbursed under Plan IV following satisfactory completion of such training, provided that the officer has satisfactorily completed the training requirements of the Supervisory Course.

Also to be revised as part of this action, but not subject to public hearing, is POST Administrative Manual, Procedure E 1-3(b), and (c) to add the following:

- (b) Reimbursement for attendance at a certified Supervisory Course by personnel in "Quasi-Supervisory Positions" may be granted under Plan IV when requested by the chief administrator of the agency, providing the trainee has been awarded or is eligible for the award of the Basic Certificate. If the agency elects to train quasi-supervisory personnel in the Supervisory Course and receive reimbursement for the course, the agency may not subsequently claim additional reimbursement for attendance of this course if the personnel are later appointed to full-supervisory positions.
- (c) Reimbursement for attendance at a certified Management Course by personnel in "First-Level Supervisory Positions" may be granted under Plan IV when requested by the chief administrator of the agency provided the trainee has satisfactorily completed the training requirements of the Supervisory Course. If the agency elects to train supervisory personnel in the Management Course and receive reimbursement for the course, the agency may not subsequently claim additional reimbursement for attendance of this course if the personnel are later appointed to middle management positions.

The Commission has determined pursuant to Section 2231 of the Revenue and Taxation Code that the above proposed changes will not create new or additional costs to local government.

The Commission has prepared a statement of the purpose of the proposed action and the information on which it is relying. This statement is available upon request.

Notice is also given that any person interested may present statements or arguments orally, or in writing, relevant to the actions proposed at the hearing. Written communication should be directed by September 19, 1980 to:

Norman C. Boehm, Executive Director  
Commission on Peace Officer Standards  
and Training  
7100 Bowling Drive, Suite 250  
Sacramento, California 95823  
Phone Number (916) 445-4515

The above regulation changes are proposed to become effective on January 1, 1981.

  
NORMAN C. BOEHM  
Executive Director



## AGENDA ITEM SUMMARY SHEET

Agenda Item Title FINANCIAL REPORT-FIRST QUARTER 1980-81 F.Y.		Meeting Date October 23, 24, 1980
Division Administration	Division Director Approval <i>[Signature]</i>	Researched By Staff
Executive Director Approval <i>[Signature]</i>	Date of Approval 10/21/80	Date of Report October 17, 1980
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

This report covers the First Quarter of the 1980-81 Fiscal Year, July 1 through September 30, 1980. Revenue for the Peace Officers' Training Fund and expenditures made from the Fund for administrative costs and for reimbursement of training costs to cities, counties and districts in California are shown. Detailed information is included showing a breakdown of training costs by category of expense, i.e., subsistence, travel, tuition and salary of the trainee (Schedule I). Also included is the cumulative report of reimbursement (Schedule II) made from the Peace Officers' Training Fund providing detailed information on:

- Reimbursement made for each course category of training
- Number of trainees
- Cost per trainee
- Hours of training

#### REVENUE

Revenue from traffic and criminal fines for the first three months of the 1980-81 Fiscal Year totaled \$3,637,624.98 compared to \$3,355,235.99 for the corresponding quarter in 1979-80, an increase of \$282,388.99 (8.4%). (See page 3 showing detail of revenue by month.)

#### REIMBURSEMENTS

Reimbursements to cities, counties, and districts for the first three months of the 1980-81 Fiscal Year totaled \$2,840,292.63. Included in this amount is the carry over for claims submitted after June 5, 1980. These claims were not paid because of insufficient funds.

A total of \$12,553,614 has been authorized for reimbursement in Fiscal Year '80/81. Historically, the largest portion of the total expenditure for reimbursement occurs in the second half of the year.

The last page reflects activity relating to the POST Professional Certificate Program.

Utilize reverse side if needed

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
PEACE OFFICER TRAINING FUND

ANALYSIS OF CHANGE IN ACCUMULATED SURPLUS  
FOR THE QUARTER ENDING SEPTEMBER 30, 1980

Resource

Accumulated Reserve: July 1, 1980	\$4,991,738.73	
Revenue July 1, 1980 through September 30, 1980	<u>3,637,624.98</u>	
Total Resources		\$8,629,363.71

Expenditures

Administrative Costs		
Cash Disbursed	\$ 654,991.61	
Debts to be Paid	<u>2,073,726.77</u>	
Total Administrative Costs		\$2,728,718.38
Aid to Local Governments		
Training Claims to be Paid	\$2,840,292.63	
Contractual Services Paid	29,482.06	
Contractual Services to be Paid	1,340,709.58	
Letters of Agreement and Room Rentals Paid	<u>4,770.15</u>	
Total Aid to Local Government		\$4,215,254.42
Prior Year Net Expenditures	<u>-159,435.26</u>	
Total Expenditures		<u>\$6,784,537.54</u>
Subtotal, Accumulated Reserve		\$1,844,826.17
Plus Reimbursements		<u>91,243.00</u>
Accumulated Reserve, September 30, 1980		<u><u>\$1,936,069.17</u></u>

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PEACE OFFICER TRAINING FUND

STATEMENT OF REVENUE  
1980-81 FISCAL YEAR

<u>MONTH</u>	<u>TRAFFIC</u>	<u>CRIMINAL</u>	<u>SURPLUS INVESTMENT AND OTHER</u>	<u>TOTAL</u>
JULY	\$1,005,966.53	\$ 461,647.01	\$ 8,380.00	\$1,475,993.54
AUGUST	586,493.64	271,555.75	1,908.53	859,957.92
SEPTEMBER	<u>836,256.59</u>	<u>465,416.93</u>	<u>                    </u>	<u>1,301,673.52</u>
TOTAL	\$2,428,716.76	\$1,198,619.69	\$10,288.53	\$3,637,624.98

# DISTRIBUTION OF REIMBURSEMENT

During the first three months of the 1980-81 fiscal year \$2,840,292.63 was reimbursed for training. Of this amount \$1,774,777.15 (62%) was reimbursed for mandated training; \$7,553.61 for the Executive Development Course; \$401,120.78 (14%) for Job Specific Courses; and \$659,681.05 (23%) for Technical Courses. The difference of (-)\$2,839.96 was for adjustments to prior reimbursement payments.

<u>Course</u>	<u>Reimbursed</u>	<u>Percent</u>	<u>Number Trainees</u>
Basic	\$1,150,330.92	40%	943
Advanced Officer	473,189.29	17%	4,499
Supervisory Course	100,629.41	04%	249
Management Course	50,627.53	02%	77
Executive Development Course	7,553.61	0%	14
Job Specific Course	401,120.78	14%	1,208
Technical Courses & Seminars	659,681.05	23%	3,032
Subtotal	\$2,843,132.59	100%	10,022
Net Adjustments to Prior Payments	<u>(-) 2,839.96</u>		
GRAND TOTAL	<u>\$2,840,292.63</u>		10,022

**SCHEDULE I**

REIMBURSEMENT BY CATEGORY OF EXPENSE															State of California		Department of Justice	
MONTH	SEPTEMBER	FOR TRAINING TO DATE FOR 1980-81 FISCAL YEAR												COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING 7100 Bowling Drive, Sacramento, CA 95823				
COURSE		Subsistence	%	Travel	%	Tuition	%	Salary	%	TOTAL	%							
BASIC	Total this Month	63,889.48		14,441.24				305,073.30		383,404.02								
	Previous Months	216,782.32		55,315.81				494,828.77		766,926.90								
	Total to Date	280,671.80	24	69,757.05	06			799,902.07	70	1,150,330.92	41							
ADVANCED OFFICER	Total this Month	3,327.14		821.21				12,416.95		16,565.30								
	Previous Months	26,504.18		42,996.20				387,123.61		456,623.99								
	Total to Date	29,831.32	06	43,817.41	09			399,540.56	85	473,189.29	17							
SUPERVISORY COURSE	Total this Month	7,773.02		2,170.21				9,879.03		19,822.26								
	Previous Months	21,748.67		5,597.96				53,460.52		80,807.15								
	Total to Date	29,521.69	29	7,768.17	08			63,339.55	63	100,629.41	03							
MIDDLE MANAGEMENT COURSE	Total this Month	5,949.51		1,254.85		564.00		7,233.95		15,002.31								
	Previous Months	14,462.90		3,132.21		1,974.00		16,056.11		35,625.22								
	Total to Date	20,412.41	40	4,387.06	09	2,538.00	05	23,290.06	46	50,627.53	02							
EXECUTIVE DEVELOPMENT COURSE	Total this Month	548.37		228.30						776.67								
	Previous Months	5,813.28		963.66						6,776.94								
	Total to Date	6,361.65	84	1,191.96	16					7,553.61	0							
JOB SPECIFIC COURSES	Total this Month	22,276.55		7,116.98		8,689.75		30,641.03		68,724.31								
	Previous Months	126,266.37		38,244.07		28,451.50		139,434.53		332,396.47								
	Total to Date	148,542.92	37	45,361.05	11	37,141.25	09	170,075.56	43	401,120.78	14							
TECHNICAL/SPECIAL COURSES	Total this Month	54,638.57		23,303.93		29,444.72				107,387.22								
	Previous Months	286,211.44		109,000.67		157,081.72				552,293.83								
	Total to Date	340,850.01	52	132,304.60	20	186,526.44	28			659,681.05	23							
TOTAL FOR MONTH		158,402.64		49,336.72		38,698.47		365,244.26		611,682.09								
TOTAL FOR PREVIOUS MONTHS		697,789.16		255,250.58		187,507.22		1,090,903.54		2,231,450.50								
GRAND TOTAL TO DATE		856,191.80	30	304,587.30	11	226,205.69	08	1,456,147.80	51	2,843,132.59	100							
\$2,843,132.59 Less Adjustments (-)\$2,839.96 = Grand Total of \$2,840,292.63																		
POST 1-223 (Rev. 10-77)																		

ADMINISTRATION DIVISION Claims Audit Section			State of California COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING 7100 Bowling Drive, Sacramento, CA 95823			Department of Justice
Reimbursement By Month	Claims Received	Claims Returned	Claims Processed	1980-81 Reimbursement	1980-81 Accumulated Total Reimbursement	
July	748	21	1,652	\$ 1,434,959.34	\$ 1,434,959.34	
August	543	21	526	796,491.16	2,231,450.50	
September	413	9	468	611,682.09	2,843,132.59	
Adjustments on Prior Reimbursements 1st Qtr				3,169.04	2,846,301.63	
Audit Adjustments by Controller 1st Qtr				(-)6,009.00	2,840,292.63	
October						
November						
December						
Adjustments on Prior Reimbursements 2nd Qtr						
Audit Adjustments by Controller 2nd Qtr						
January						
February						
March						
Adjustments on Prior Reimbursements 3rd Qtr						
Audit Adjustments by Controller 3rd Qtr						
April						
May						
June						
Adjustments on Prior Reimbursements 4th Qtr						
Audit Adjustments by Controller 4th Qtr				\$	\$	

POST 1-245 (Rev. 8/78)

ADMINISTRATION DIVISION  
Claim Audit Section

State of California  
Department of Justice  
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
7100 Bowling Drive, Sacramento, CA 95823

Reimbursement By Month	1980-81 F.Y. Reimbursements	Adjustments and Audit Report	Ltr. of Agr.	Contract Reimb.	Total Aid to Local Gov't Item 456
			Room Rent		
JULY	\$ 1,434,959.34		\$ 2,186.32	\$ 0	\$ 1,437,145.66
AUGUST	796,491.16		0	3,444.62	2,238,808.34
			1,592.45		
SEPTEMBER	611,682.09	\$ 3,169.04 (-) 6,009.00	134.45	26,037.44	2,847,544.84
			552.53		
OCTOBER			304.40		
NOVEMBER					
DECEMBER					
JANUARY					
FEBRUARY					
MARCH					
APRIL					
MAY					
JUNE					
TOTAL	\$	\$	\$	\$	\$

## Commission on Peace Officer Standards and Training

## Administration Division - Claims Audit Section

## REIMBURSEMENT BY COURSE CATEGORY

Total 1979-80 Fiscal Year  
July 1, 1979 through September 30, 1980

Page 1 of 5

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
0010	Basic	1,150,330.92	1,219.86	943	352,383
0030	Advanced Officer	473,189.29	105.18	4,499	116,917
0040	Supervisory	100,629.41	404.13	249	20,762
0050	Management Course	50,627.53	657.50	77	6,144
7000	Executive Development Course	7,553.61	539.54	14	1,120
	Job Specific	401,120.78	332.05	1,208	58,550
	Technical Courses	659,681.05	217.57	3,032	95,018
	Subtotal	2,843,132.59		10,022	650,894
	Adjustments to Prior Payments (+)	3,169.04			
	State Controller Audit Adjustments (-)	6,009.00			
	TOTAL REIMBURSEMENTS	2,840,292.63		10,022	650,894
0000-0999	MANDATORY TRAINING				
0010	Basic Course	1,150,330.92	1,219.86	943	352,383
0030	Advanced Officer Course	473,189.29	105.18	4,499	116,917
0040	Supervisory Course	100,629.41	404.13	249	20,762
0050	Management Course	50,627.53	657.50	77	6,144
1000-1999	SEMINARS				
1010-1050	Management Seminars	26,797.53	225.19	119	2,912
1110-1150	Executive Development Seminars	27,918.81	313.69	89	2,116
1200	Supervisory Seminars	8,132.02	219.78	37	916
1310	Legislative Update Seminars				
1320	POST Special Seminars	25,832.28	117.42	220	3,568
1330	Chief Executive Criminal Intelligence Seminars				
2000-2999	TECHNICAL, SKILLS - KNOWLEDGE TRAINING				
2010	Analysis of Urban Terrorist Activities	6,827.73	284.49	24	936
2011	Advanced Terrorism Analysis Course				
2020	Boating Safety and Enforcement	2,088.31	261.04	8	320
2030	Breathalyzer Course				
2031	Driving Under the Influence				
2032	Forensic Alcohol	975.58	75.04	13	1,177
2040	Civilian Supervisory School	957.92	319.31	3	120
2050	Community Police Relations	855.68	57.05	15	600
2060	Criminal Justice Information Systems	3,308.52	275.71	12	288
2070	Criminal Justice Role Training Program				
2080	Crisis Intervention	221.53	73.84	3	120
2090	Workshop on the Mentally Ill	3,261.26	250.87	13	312
2100	Defensive Tactics	129.14	32.29	4	92
2110	Driver Training	19,050.00	144.32	132	2,112
2111	Advanced Driver Training	7,269.31	103.85	70	1,600



## Commission on Peace Officer Standards and Training

## Administration Division - Claims Audit Section

## REIMBURSEMENT BY COURSE CATEGORY

Page 2 of 5

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
2112	Refresher Driver Training	118.52	16.93	7	216
2120	Fingerprint School	3,061.02	255.09	12	440
2121	Advanced Latent Fingerprint School	846.76	169.35	5	200
2130	Firearms and Toolmark Identification				
2140	Forensic Microscopy				
2150	Hostage Negotiation Techniques	10,563.89	251.52	42	1,680
2151	Hostage Negotiation, Advanced	5,875.46	267.07	22	528
2160	Instructor Development, Skills				
2161	PR-24 Baton Instructor's Course	892.70	81.15	11	360
2162	Chemical Agents Instructors Course	2,708.54	193.47	14	448
2163	Defensive Tactics				
2164	Firearms Instructors Course	11,700.29	260.01	45	2,805
2165	Report Writing for Instructors	17,587.66	262.50	67	2,144
2166	Defensive Tactics Instructors Course	375.06	125.02	3	96
2167	Driver Training Instructors	1,929.34	964.67	2	192
2170	Instructor Development Course				
2171	Techniques of Teaching Criminal Justice Role Training				
2172	Writing POST Performance Objectives				
2180	Interpersonal Communications				
2190	Juvenile Justice Update	11,996.39	363.53	33	1,284
2200	Specialized Surveillance Equipment	4,960.88	215.69	23	828
2210	Law Enforcement Legal Education Program	5,362.52	357.50	15	600
2211	Law Enforcement Legal Education Update	12,397.03	193.70	64	1,536
2220	Narcotic Investigation for Peace Officers	810.38	73.67	11	220
2222	Heroin Influence Course	4,833.79	130.64	37	740
2230	Non-Sworn Police Personnel Training				
2240	Officer Survival Techniques	86,065.01	290.76	296	13,428
2250	Organized Crime Informant Development and Maintenance	7,059.80	213.93	33	1,188
2260	Personal Stress Reduction				
2270	Report Writing	2638.83	219.90	12	288
2280	Riot Control				
2290	Spanish for Peace Officers	7,366.87	263.10	28	2,776
2300	S.W.A.T. Training	15,520.07	212.60	73	2,940
2301	Advanced Special Weapons and Tactics (S.W.A.T.)				
2310	Underwater Search and Recovery				
2320	Prison Gang Activity	1,002.56	167.09	6	216
2325	Outlaw Motorcycle Gang Activity				
2330	Radar Enforcement Training	111.16	18.53	6	80
2340	Computer Programming				
2342	Computer Fraud				

## Commission on Peace Officer Standards and Training

## Administration Division - Claims Audit Section

## REIMBURSEMENT BY COURSE CATEGORY

Page 3 of 5

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
2990	Law Enforcement Skills and Knowledges	636.76	21.23	30	584
3000-3999	TECHNICAL, SPECIAL FUNCTION TRAINING				
JS 3010	Bomb Scene Investigation	5,583.12	242.74	23	880
3010	Arson and Explosive Investigation	170.00	85.00	2	80
3011	Arson Investigation Course				
JS 3020	Auto Theft Investigation	10,710.65	411.95	26	922
3020	Auto Theft Investigation	1,396.73	349.18	4	150
3021	Advanced Auto Theft Investigators Workshop	2,818.87	234.91	12	420
3030	Background Investigation	5,222.33	145.06	36	840
3051	Fencing Investigation	7,749.31	242.17	32	1,100
3052	Burglary Investigation, Advanced	1,574.16	174.91	9	216
JS 3060	Questioned Document Investigation	3,026.41	605.28	5	190
3060	Questioned Document Investigation				
JS 3070	Civil Process	4,568.09	336.01	13	416
3070	Civil Process				
JS 3080	Commercial Vehicle Enforcement	808.16	134.69	6	200
3080	Commercial Vehicle Enforcement	835.75	83.58	10	229
JS 3090	Complaint/Dispatcher	5,706.77	285.34	20	780
3090	Complaint/Dispatcher				
3110	Contingency Planning for Hazardous Materials	8020.12	308.47	26	1,144
3111	Hazardous Materials Familiarization				
3120	Coroners Course				
3121	Advanced Investigation for Coroners Cases	1,121.28	280.32	4	320
JS 3130	Crime Prevention				
3130	Crime Prevention	5,151.27	245.30	21	504
3131	Advanced Crime Prevention				
JS 3140	Criminal Investigation, General	14,459.94	438.18	33	3,720
3140	Criminal Investigation, General				
3141	Criminal Investigation II	2,120.05	353.34	6	240
3142	Visual Investigation Analysis				
JS 3160	Field Evidence Technician	35,575.48	1,046.34	34	3,654
3160	Field Evidence Technician	4,515.72	645.10	7	440
3161	Physical Evidence Presentation	7,348.07	918.51	8	640
JS 3170	Field Training Officer Course	66,875.55	270.75	247	9,687
3170	Field Training Officer Course	14,601.49	310.67	47	1,612
3175	Field Training Officer	2,280.58	325.80	7	224
JS 3190	Homicide Investigation	4,282.80	535.35	8	320
3190	Homicide Investigation				
JS 3191	Homicide Institute				
3191	Homicide Institute				

## Commission on Peace Officer Standards and Training

## Administration Division - Claims Audit Section

## REIMBURSEMENT BY COURSE CATEGORY

Page 4 of 5

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
3201	Criminal Intelligence Data Collector	3,748.57	416.51	9	684
3202	Criminal Intelligence Data Analyst	2,741.39	548.28	5	380
3204	Link Analysis	22.22	22.22	1	8
3205	Chief Executive Criminal Intelligence Course				
JS 3210	Internal Affairs	2,086.77	298.11	7	163
3210	Internal Affairs	9,107.43	222.13	41	984
JS 3220	Jail Operations (80-hour course)	35,431.77	347.37	102	8,152
3220	Jail Operations (80-hour course)				
JS 3221	Jail Operations (40-hour course)	28,932.19	143.94	201	8,026
3221	Jail Operations (40-hour course)	216.40	108.20	2	80
JS 3230	Juvenile Training	6,126.18	85.09	72	1,728
3230	Juvenile Training	2,916.45	2,916.45	1	320
JS 3231	Juvenile Law Enforcement Officer's Training Course	6,557.93	546.49	12	480
3231	Juvenile Law Enforcement Officer's Training Course	1,195.57	398.52	3	120
JS 3232	Child Abuse Investigation	267.01	267.01	1	24
3232	Child Abuse: Intervention, Referral and Investigation	12,179.16	358.21	34	1,344
3233	School Resource Officer	6,773.43	322.54	21	504
3240	Fraud Investigation	632.66	316.33	2	48
JS 3250	Motorcycle Operation	32,219.67	785.85	41	3,431
3250	Motorcycle Operation	5,395.67	770.81	7	596
JS 3260	Narcotics Investigation	27,935.89	517.33	54	3,760
3260	Narcotics Investigation	2,968.76	371.10	8	592
3261	Narcotics Investigation, Advanced	8,344.09	490.83	17	1,352
JS 3262	Air and Marine Narcotics Smuggling	958.53	319.51	3	96
3262	Air and Marine Narcotics Smuggling	463.19	231.60	2	64
JS 3263	Supervisory Narcotic Investigators Course	789.06	263.02	3	120
3263	Supervisory Narcotic Investigators Course	941.56	235.39	4	158
3270	Photo - ID Lab	2,733.37	71.93	38	888
3282	Investigation and Prosecution of Organized Crime in Pornography				
3300	Protective Services	3,039.39	159.97	19	756
JS 3310	Records Officer Course				
3310	Records Officer Course				
JS 3320	Research and Development				
3320	Research and Development	158.14	158.14	1	24
JS 3330	Robbery Investigation	1,044.33	348.11	3	60
3330	Robbery Investigation	307.09	307.09	1	20
JS 3340	Sex Assault Investigation	20,634.53	355.77	58	1,566
3340	Sex Assault Investigation	10,980.92	224.10	49	1,262
3350	Livestock Theft Investigation and Prevention				
JS 3360	Traffic Accident Investigation	22,091.70	207.13	111	4,327

## Commission on Peace Officer Standards and Training

## Administration Division - Claims Audit Section

## REIMBURSEMENT BY COURSE CATEGORY

Page 5 of 5

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
3360	Traffic Accident Investigation	504.10	126.03	4	160
3362	Skidmark Analysis	8,521.36	327.74	26	960
JS 3370	Vico Investigation	6,000.61	193.57	31	1,240
3370	Vico Investigation	1,767.59	441.90	4	160
JS 3380	Investigation of Violent Crimes	24,463.23	407.72	60	2,400
3380	Investigation of Violent Crimes	1,823.30	364.66	5	200
3390	White Collar Crime	5,021.21	358.66	14	848
3400	Introduction to Crime Analysis	2,873.68	169.04	17	556
3410	Organized Crime Gambling Investigation	6,335.46	287.98	22	880
4000-4999	TECHNICAL, MANAGEMENT TRAINING				
4020	Civil Emergency Management	12,219.37	290.94	42	1,728
4021	Disaster Management Training	9,291.69	331.85	28	448
4030	Cost Analysis and Budgeting	1,261.41	126.14	10	240
4050	Criminal Intelligence Commanders Course	1,611.84	268.64	6	216
4060	Managing Criminal Investigations				
4080	Jail Management	8,982.38	256.64	35	849
4081	Jail Managers Seminar				
4090	Narcotic Commanders Course	1,921.75	320.29	6	216
4120	Managing Patrol Operations				
JS 4150	Police Training Managers Course	26,899.88	1,169.56	23	1,768
4150	Police Training Managers Course				
4160	Program Evaluation and Review Techniques	262.13	262.13	1	24
4170	Records Management	2,991.06	199.40	15	600
4180	Managing the Volunteer in Law Enforcement				
4190	Search and Rescue Management	1,209.53	120.95	10	600
4200	Traffic Program Management Institute	6,291.75	483.98	13	572
JS 4210	Planning and Research	6,384.53	580.41	11	440
4210	Planning and Research	1,075.57	537.79	2	80
4990	Supplemental Management Training	19,542.24	66.02	296	2,110
5000	Team Building Workshop	70,321.07	245.88	286	11,184
6000	Field Management Training	4,387.16	199.42	22	560
7000	Executive Development Course	7,553.61	539.54	14	1,120
8000-8999	APPROVED TRAINING				
8010	Arrest and Firearms (P.C. 832)	1,627.30	125.18	13	478
8020	Aviation Security Course				

Commission on POST  
Administration Division  
Certificate Section

Fiscal Year 1980 - 1981

**SPECIALIZED PROGRAM**

Certificates Awarded										Certificates Awarded																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
Month	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	Basic	Intermediate	Advanced	Suprvy.	Mgmt.	Exec.	TOTAL	Apps. Rec'd.	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## FINANCIAL REPORT

As usual, the Financial Report for the quarter just ended will be mailed out separately or handed out at the meeting.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>CHANGE IN PER DIEM RATES</b>		Meeting Date <b>October 23, 24, 1980</b>
Division	Division Director Approval <i>[Signature]</i>	Researched By Staff
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>10-22-80</b>	Date of Report <b>October 22, 1980</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

ISSUE

Should the Commission change the per diem rate for trainees in certified courses to be consistent with the Board of Control schedule effective January 1, 1981?

BACKGROUND

The State Board of Control has made the following changes in Rule 706(c) (1)-Per Diem.

	<u>Current</u>	<u>January 1, 1981</u>
Lodging	\$25.00	\$29.00
Breakfast	3.00	3.00
Lunch	5.50	5.50
Dinner	9.00	9.00
Incidentals	3.50	3.50
	<u>\$46.00</u>	<u>\$50.00</u>

This \$4.00 increase in the lodging portion of the daily per diem rate is applicable across the board. In addition the Board of Control has approved a lodging portion over and above this amount for downtown San Francisco, downtown Los Angeles, and downtown San Diego locations if the claimant supports the \$35.00 cost by a voucher from hotels in these areas.

ANALYSIS

The Commission has established policy to maintain the reimbursement rates for participants in certified courses consistent with the maximums allowed for state employees through Board of Control rules. This means that if the Commission wishes to maintain this policy, that effective January 1, 1981 the maximum reimbursement rate will be increased from \$46.00 per day to \$50.00 and in specified locations, to \$56.00. Commission Procedure E5 outlines the hourly allowance chart used to compute maximum subsistence for the resident trainee and maximum en-route expenses for the trainee. The attached chart outlines these amounts at both the \$50.00 level and the \$56.00 level.

Utilize reverse side if needed

# HOURLY ALLOWANCE CHART

## \$50.00 CHART

<u>HOURS</u>	<u>AMOUNT</u>	<u>HOURS</u>	<u>AMOUNT</u>	<u>HOURS</u>	<u>AMOUNT</u>
½	\$ 1.04	9	\$ 18.75	17	\$ 35.42
1	2.08	10	20.83	18	37.50
2	4.17	11	22.92	19	39.58
3	6.25	12	25.00	20	41.67
4	8.33	13	27.08	21	43.75
5	10.42	14	29.17	22	45.83
6	12.50	15	31.25	23	47.92
7	14.58	16	33.33	24	50.00
8	16.67				

## \$56.00 CHART

<u>HOURS</u>	<u>AMOUNT</u>	<u>HOURS</u>	<u>AMOUNT</u>	<u>HOURS</u>	<u>AMOUNT</u>
½	\$ 1.17	9	\$ 21.00	17	\$ 39.67
1	2.33	10	23.33	18	42.00
2	4.67	11	25.67	19	44.33
3	7.00	12	28.00	20	46.67
4	9.33	13	30.33	21	49.00
5	11.67	14	32.67	22	51.33
6	14.00	15	35.00	23	53.67
7	16.33	16	37.33	24	56.00
8	18.67				

As yet undefined by the Board is a working definition of "downtown." It is anticipated that guidelines will be established by the Board in the near future. We would propose to utilize these definitions and guidelines if the \$56.00 rate is adopted by the Commission.

The estimated fiscal impact for the six months from January 1, 1981 to the end of the fiscal year is approximately \$112,092.00. The estimated full year impact at this level for fiscal year '81-82 is approximately \$224,185. The fiscal impact for the additional \$6.00 for the downtown San Francisco, Los Angeles and San Diego locations is extremely difficult to estimate as our records do not readily reflect the number of trainees from outlying jurisdictions in the State of California that travel to these locations and remain overnight for training programs. Anticipating approximately 2,000 trainee days in the six month's period for this fiscal year would amount to not more than \$12,500. Similarly, for fiscal year '81-82 a total of 4,000 trainee days would add approximately \$25,000.



The Commission has the option of maintaining the per diem at the current level, adopting only the \$50.00 amount, adopting only the \$56.00 amount, adopting both of the new amounts consistent with the Board of Control's rules, or some other combination.

The rate for reimbursement for mileage for automobile usage remains unchanged at this time.

RECOMMENDATION

Adopt the reimbursement rate outlined to be consistent with Board of Control rules for \$50.00 for normal per diem and for \$56.00 in the specified downtown locations of San Francisco, Los Angeles and San Diego effective January 1, 1981.

## FINANCIAL REPORT

As usual, the Financial Report for the quarter just ended will be mailed out separately or handed out at the meeting.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title BUDGET PROPOSALS 1981-82 FISCAL YEAR/MODIFICATION OF '80/81		Meeting Date October 23, 24, 1980
Division Administration	Division Director Approval <i>[Signature]</i>	Researched By Staff
Executive Director Approval <i>[Signature]</i>	Date of Approval 10-10-80	Date of Report October 9, 1980
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

ISSUE

Presented for Commission consideration is the budget submitted for the 1981-82 Fiscal Year outlining the Baseline Budget and Budget Change Proposals (BCP's) reviewed by the Commission Budget Committee. Also included for consideration are proposals to use the additional monies in Fiscal Year '80/81 resulting from the Governor's affirmative action on Senate Bills 1447 and 1428.

BACKGROUND

The Commission staff prepared a budget from the base line furnished by Department of Finance incorporating our projections and identifying several areas requiring Budget Change Proposals. These were reviewed by the Commission Budget Committee with resultant action being as described in the attachments. Subsequent to this action both Senate Bills were chaptered to provide additional revenues to the Peace Officers Training Fund in both the current fiscal year and the budget year 1981-82.

ANALYSIS

The first section reflects the galleys with specific emphasis on the Administration Budget submitted to the Department of Finance. The second section outlines the Budget Committee's recommendations relative to seven Budget Change Proposals to be included in the Aid to Cities and Counties Reimbursement Budget, and one Budget Change Proposal for the Administration Budget. The third section is the minutes of the Commission Budget Committee held on September 8, 1980. The fourth section is a restatement of the Peace Officers Training Fund estimated condition showing the additional revenues generated by SB 1447 and SB 1428. The fifth section proposes utilization of these funds in the current fiscal year and modifications of the Budget Change Proposals for fiscal year '81/82.

Note that the estimated \$2 million added to the '81/82 budget due to legislative action is currently a one time only windfall. If it is anticipated that the Peace Officers Training Fund will continue to draw from this source at this level, it will be necessary for legislative action to be initiated. Note also that the \$12,553,614 total previously approved for '80/81 included a 50% salary reimbursement rate.

RECOMMENDATION

To modify or approve the proposals for use of the funds available for this fiscal year and the modifications inherent in the BCP's for Fiscal Year 1981-82.

Utilize reverse side if needed

## GENERAL GOVERNMENT

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## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

The objectives of the Commission on Peace Officer Standards and Training (POST) are to raise the level of competence of California peace officers and to provide such other services to local law enforcement as are authorized by law. To accomplish this, the Commission establishes minimum standards of physical, mental, and moral fitness for the recruitment, selection and training of peace officers. The Commission on Peace Officer Standards and Training apportions revenue received from assessments on criminal and traffic fines to local jurisdictions to reimburse them for a portion of the cost of training peace officers.

## SUMMARY OF PROGRAM REQUIREMENTS

	1979-80	1980-81	1981-82
I. Operations Division.....	\$1,342,798	\$1,442,064	\$1,466,421
II. Administration .....	1,230,630	1,635,842	1,640,536
III. Assistance to Cities and Counties .....	11,631,240	12,553,614	12,553,614
TOTALS, PROGRAM .....	\$14,204,668	\$15,631,518	\$15,660,571
Reimbursements .....	- 271,809	- 91,243	-
NET TOTALS, PROGRAM (Peace Officers' Training Fund) .....	\$13,932,859	\$15,540,275	\$15,660,571
Personnel years .....	72.0	72.3	70.5

## SIGNIFICANT PROGRAM CHANGES

Program	Description	Personnel years	Dollars
IIA.	Research and Evaluation Bureau .....	6	233,382
III.	Assistance to Cities and Counties .....	-	901,222

## I. OPERATIONS DIVISION

## Program Objectives and Description

The objectives of the Operations Division are to:

1. Coordinate efforts to increase the effectiveness of law enforcement personnel by developing education and training courses to meet needs identified through planning; to provide quality control and adequate scheduling of such courses; to assist police agencies to meet training and career development programs; and to render other related miscellaneous services to enforcement agencies and training institutions.
2. To solve specific administrative or operational problems related to management or operational techniques and procedures of local law enforcement agencies.

## Standards and Training

Education and training courses are organized at local community colleges, four-year colleges, universities, police academies, and other institutions to meet the needs of peace officers. Courses offered are categorized as recruit officer, supervisory, middle management, advanced officer, executive development, and a wide variety of technical and special courses.

Consultants from this division establish the basic criteria that must be met for each of these courses before commission certification. Advice and assistance is given to local educators and police trainers in preparing these courses and training plans.

Periodic field inspections are made to insure that instructors, coordinators, and trainers are adhering to established course outlines and are meeting all instructional standards. Failure to meet the educational and training standards may be cause for revocation of course certification. Implementation assistance is provided to local agencies to obtain the best results from available training programs.

## Authority

Section 13503, Penal Code.

## Management Services

Management Services solves specific administrative or operational problems related to management of operational techniques and procedures of local law enforcement agencies. Three major counseling services are provided to local jurisdictions upon request:

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## GENERAL GOVERNMENT

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

1. Special surveys consisting of the review and analysis of specified topics.

2. Selected studies and special services which provide limited and specified counseling services.

3. Staff assistance to insure prompt and effective implementation of survey recommendations.

The conduct of these counseling services usually includes the preparation of a written analysis of problem solution. Surveys are normally handled by POST staff members. However, in some instances, analysis of unusual problems or implementation of survey recommendations may entail the temporary employment of special consultants. The results of crime prevention programs are being integrated into the counseling services provided.

Inspections are conducted to determine if law enforcement agencies of jurisdictions receiving state aid are adhering to adopted standards for selection and training, and implementation assistance is provided in raising the level of competency through the selection and training process.

The procedures used by a jurisdiction to select and train law enforcement personnel are audited and a counseling service to improve the methods employed in this administrative process is provided. If the result of the inspection reveals operational or structural defects, a program is provided to insure compliance. Those police personnel in departments selected to conduct background investigations of newly recruited officers are counseled and trained as necessary. A minority recruitment program has been functionally integrated as part of the field services provided by the Operations Division.

## Authority

Sections 13512 and 13513, Penal Code.

Program Requirements	79-80	80-81	81-82	1979-80	1980-81	1981-82
Continuing program costs	25.6	27.4	27.4	\$1,392,798	\$1,442,064	\$1,466,421
Totals, Operations Division (Peace Officers' Training Fund)	25.6	27.4	27.4	\$1,392,798	\$1,442,064	\$1,466,421
Program Elements						
Standards and Training	22.8	22.6	22.6	\$1,131,245	\$1,139,414	\$1,209,504
Management Services	4.8	4.8	4.8	261,150	252,650	256,917
Output						
Officers trained				58,820	61,761	61,761
On-site course inspection				207	217	217
Courses modified				43	45	45
Courses audited				43	45	45
Total certified courses				558	586	586
Course presentations:						
Reimbursable				1,893	1,988	1,988
Nonreimbursable				239	230	230
Compliance inspections and follow-ups				389	408	408
Management surveys				14	15	15
Management assistance other than surveys				24	25	25

## II. ADMINISTRATION

## Program Objectives and Description

The objective of Administration is to execute the commission's policies and assure the organization's compliance with State regulations. There are two elements included within Administration: Executive and Support Services which provides overall guidance to the commission and the Center for Police Management which provides research assistance to solve problems identified by local law enforcement and POST.

## Executive and Support Services

The administration staff, under direction of the executive director, provides staff services, formulates directives, and analyzes newly introduced

Indent

Reimbursable	24,478	25,702	25,702
Non-Reimbursable	34,342	36,059	36,059

## GENERAL GOVERNMENT

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## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

legislation for fiscal impact and programmatic implications. It also provides research assistance to other organizational units, word processing center services, library services, graphic arts services and initiates special projects and provides direction and control over the local assistance programs so that the commission's overall objectives may be realized in the most efficient and economical manner possible.

When an employee performing police tasks completes a certified course, a claim is submitted to POST by the employing jurisdiction for reimbursement of the money expended in training the person. Upon receipt, the claim is checked to insure that the course is certified in the amount and for the number of hours claimed, and for arithmetical accuracy. Correct and valid claims are forwarded to the Controller for payment. Various statistical reports are also prepared for management use and for the commission.

Applications by officers for professional law enforcement certificates, accompanied by college transcripts, certificates of course completion, and other supporting documents are reviewed to determine eligibility for a certificate and level of proficiency of each applicant. An appropriate certificate is completed and mailed to each qualified applicant.

Seven positions were administratively established in 1979-80 to develop job-related employee selection standards and are supported by a Federal grant. Six of these positions will be continued on a permanent basis in the budget year to form a Research and Evaluation Bureau. It is expected that this Bureau will enhance the effectiveness of the peace officer training program by establishing procedures for systematic and quantitative assessment.

## Authority

Section 13500, Penal Code.

## Center for Police Management

The Center for Police Management was administratively transferred from the Operations Division in February 1979.

There is a continuing need for research into management problems confronting local law enforcement agencies. This research is necessary so that law enforcement can more effectively carry out its responsibility for maintenance of public order and protection of life and property. The quality and effectiveness of local law enforcement service is directly related to the effectiveness of management. Many agencies have turned to POST as a resource center for guidance and assistance in resolving specific police management problems.

In concert with other POST organizational elements, the center for police management provides management research assistance and develops and implements workable solutions to selected research projects identified by local law enforcement and POST.

Written publications dealing with the "how to" aspects of problem solution involving the most pressing police management questions or problems often result from this cooperative effort.

## Authority

Section 13513, Penal Code.

Program Requirements	79-80	80-81	81-82	1979-80	1980-81	1981-82
Continuing program costs.....	46.4	44.9	43.1	\$1,232,630	\$1,800,198	\$1,640,536
Workload adjustments.....	(6.8)	—	—	—	—	—
Totals, Administration .....	46.4	44.9	43.1	\$1,232,630	\$1,800,198	\$1,640,536
Peace Officers' Training Fund .....	—	—	—	960,821	1,708,955	1,640,536
Reimbursements .....	—	—	—	221,809	91,243	—
Program Elements						
Executive and Support Services .....	41.4	39.9	38.1	\$1,099,753	\$1,495,037	\$1,450,324
Center for Police Management .....	5.0	5.0	5.0	132,878	137,803	190,302
Output						
Certificates issued .....	—	—	—	9,470	9,944	9,944
Claims for reimbursement processed .....	—	—	—	8,613	9,044	9,044
Number of police personnel for whom reimbursement was claimed .....	—	—	—	24,778	26,017	26,017

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## GENERAL GOVERNMENT

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

## III. ASSISTANCE TO CITIES AND COUNTIES

## Program Objectives and Description

The enforcement of laws and the protection of life and property without infringement on individual liberties is one of modern government's most pressing problems. Carefully selected, highly trained and properly motivated peace officers are important factors in the solution of this problem. To encourage and assist local law enforcement agencies to meet and maintain minimum standards in the selection and training of law enforcement officers, financial assistance is provided to those cities and counties which qualify for State aid for peace officer training. Each jurisdiction participating in the program is reimbursed from the Peace Officers' Training Fund in proportion to the number of officers who qualify for reimbursed training.

## Authority

Sections 13500 to 13523, Penal Code.

## Output/Input

	1979-80	1980-81	1981-82
Reimbursement to cities and counties (Peace Officers' Training Fund)	\$ 11,628,240	\$ 12,553,614	\$ 12,533,614

## SUMMARY BY OBJECT

PERSONAL SERVICES	79-80	80-81	81-82	1979-80	1980-81	1981-82
Authorized positions	72.0	77.9	77.9	\$ 1,628,565	\$ 1,919,184	\$ 1,939,450
Merit salary adjustment	—	—	—	—	—	(19,004)
Workload and administrative adjustments	(6.8)	—	—	—	—	—
Proposed new positions	—	—	—	—	—	—
Totals, Adjustments	—	—	—	—	—	—
Totals, Salaries and Wages	72.0	77.9	77.9	\$ 1,628,565	\$ 1,919,184	\$ 1,939,450
Estimated salary savings	—	-5.6	-7.4	—	-132,406	-173,739
Net Totals, Salaries and Wages	72.0	72.3	70.5	\$ 1,628,565	\$ 1,786,778	\$ 1,765,711
Staff benefits	—	—	—	459,976	573,350	568,293
Totals, Personal Services	72.0	72.3	70.5	\$ 2,088,541	\$ 2,360,128	\$ 2,334,004

## OPERATING EXPENSES AND EQUIPMENT

General Expense	\$ 78,169	\$ 148,458	\$ 128,432
Printing	84,057	72,380	72,883
Communications	33,669	52,546	55,978
Postage	7,478	9,108	9,617
Insurance	2,302	2,302	2,302
Travel: In-State	157,294	209,829	221,346
Per Diem	(86,632)	(118,872)	(125,638)
State Vehicle-General Services	(5,210)	(6,677)	(7,070)
Commercial Air Transportation	(42,140)	(35,704)	(36,785)
Other	(23,312)	(48,576)	(51,853)
Travel: Out-of-State	2,849	9,641	10,316
Per Diem	(920)	(3,114)	(3,332)
Commercial Air Transportation	(1,929)	(6,527)	(6,984)
Training	4,003	12,741	11,042
Facilities Operation	77,971	103,672	109,324
Contractual & Professional Services	11,932	16,180	14,577
Interdepartmental	—	—	—
Central Administrative Services	44,314	88,818	95,035
Equipment	32,849	42,101	42,101

Totals, Operating Expense and Equipment

\$ 536,887 \$ 767,776 \$ 772,953

## TOTALS, EXPENDITURES

\$ 2,625,428 \$ 3,127,904 \$ 3,106,957

## Reimbursements

- 271,009 - 91,243

## NET TOTALS, EXPENDITURES

\$ 2,353,619 \$ 3,036,661 \$ 3,106,957

## GENERAL GOVERNMENT

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## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING--Continued

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RECONCILIATION WITH APPROPRIATIONS				
STATE OPERATIONS				
Peace Officers' Training Fund				
APPROPRIATIONS	1979-80	1980-81	1981-82	
Budget Act appropriation .....	\$ 2,450,057	\$ 2,825,125	\$ 3,106,957	
Allocation for employee compensation .....	296,204	212,136	—	
Allocation for price increase .....	—	—	—	
Chapter H93, Statutes of 1978 .....	—	—	—	✓
Prior Year Balance Available .....	—	—	—	✓
Chapter 587, Statutes of 1977 .....	—	—	—	✓
Totals Available .....	\$ 2,746,261	\$ 3,036,661	\$ 3,106,957	
Unexpended balance, estimated savings .....	392,642	—	—	
TOTALS, EXPENDITURES (State Operations) .....	\$ 2,353,619	\$ 3,036,661	\$ 3,106,957	
SUMMARY BY OBJECT				
RECONCILIATION WITH APPROPRIATIONS				
LOCAL ASSISTANCE				
Peace Officers' Training Fund				
APPROPRIATIONS	1979-80	1980-81	1981-82	
Budget Act appropriation .....	\$ 11,652,392	\$ 12,553,614	\$ 12,553,614	
Unexpended balance, estimated savings .....	21,152	—	—	
TOTALS, EXPENDITURES (Local Assistance) .....	\$ 11,631,240	\$ 12,553,614	\$ 12,553,614	
TOTALS, EXPENDITURES, ALL FUNDS (State Operations and Local Assistance) .....	\$ 13,984,859	\$ 15,590,275	\$ 15,660,571	
FUND CONDITION				
Peace Officers' Training Fund				
Accumulated surplus, July 1 .....	\$ 2,852,564	\$ 4,991,735	\$ 6,601,464	
Prior year adjustment .....	111,897	—	—	
Accumulated surplus, adjusted .....	\$ 2,964,461	\$ 4,991,735	\$ 6,601,464	
Revenues:				
Penalties on criminal fines .....	\$ 5,094,183	\$ 5,472,096	\$ 5,472,096	
Penalties on traffic fines .....	10,214,477	10,972,239	10,972,239	
Income from surplus money investment fund .....	672,724	722,630	722,630	
Miscellaneous .....	30,754	33,035	33,035	
Totals, Revenues .....	\$ 16,012,137	\$ 17,200,000	\$ 17,200,000	
Totals, Resources .....	\$ 18,976,598	\$ 22,191,735	\$ 23,201,464	
Expenditures:				
Commission on Peace Officer Standards and Training .....	\$ 2,353,619	\$ 3,036,661	\$ 3,106,957	
Local assistance .....	11,631,240	12,553,614	12,553,614	
Totals, Expenditures .....	\$ 13,984,859	\$ 15,590,275	\$ 15,660,571	



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## GENERAL GOVERNMENT

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

	1979-80	1980-81	1981-82
Accumulated surplus, June 30	\$4,991,739	\$6,601,464	\$8,140,852
Surplus available for appropriation	4,991,739	6,601,464	8,140,852

CHANGES IN  
AUTHORIZED POSITIONS

	79-80	80-81	81-82	1979-80	1980-81	1981-82
Totals, Authorized Positions	72.0	77.9	77.9	\$1,628,565	\$1,919,184	\$1,939,450
Workload and Administrative Adjustments:						
Administratively Established Positions:						
Administration:						
Criminal Justice Specialist II						
Totals, Administratively Established Positions						
Proposed New Positions:						
Administration:						
Grant Funds:						
Research and Evaluation Bureau:						
Research specialist III	(1.0)	-.7	—	2,941-3,443	\$29,264	
Research specialist II	(1.0)	-.7	—	2,973-2,988	-25,399	
Assoc pers analyst	(1.0)	-.7	—	1,956-2,359	-20,047	
Staff services analyst	(1.0)	-.7	—	1,242-1,956	-16,628	
Secy	(1.0)	-.7	—	1,011-1,341	-9,194	
Ofc asst II	(1.8)	-.7	—	882-1,178	-13,826	
Totals, Proposed New Positions	(6.8)	-4.2	—	—	-114,358	
Totals, Adjustments	(6.8)	-4.2	—	—	-114,358	
TOTALS, SALARIES AND WAGES	72.0	72.7	71.9	\$1,628,565	\$1,804,826	\$1,825,092

Workload and Administration Adjustments

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
BUDGET CHANGE PROPOSAL  
FISCAL DETAIL  
1981-82 BUDGET

Page 1

Short Title of Proposed Change	Personnel Years		Salary Range	Amount	
	CY	BY		CY	BY
Basic Training Equivalency Testing - Budget					
Salaries and Wages <sup>a/</sup>					
Law Enforcement Consultant II	--	1	\$2,359-\$2,848	--	\$28,308
Research Specialist I	--	1	\$2,251-\$2,716	--	27,012
Steno	--	1	\$ 886-\$1,178	--	10,842
				TOTAL	\$66,162

	Current Year	Budget Year
TOTAL SALARIES AND WAGES	\$ --	\$ 66,162
Salary Savings	--	6,617
NET TOTAL SALARIES AND WAGES	\$ --	\$ 59,545
Staff Benefits <sup>b/</sup>	--	17,513
TOTAL PERSONAL SERVICES	\$ --	\$ 77,058

Operating Expenses and Equipment

General expense	2,889
Printing	3,000
Communications	1,797
Postage	
Insurance	
Travel-in-state	7,200
Travel-out-of-state	3,000
Training	
Facilities operations	3,228
Utilities	
Cons. and Prof. Svcs: Interdept'l	
Cons. and Prof. Svcs: External	293,950
Departmental Services	
Consolidated Data Center	
Data Processing	5,000
Central Administrative Services	
Equipment	3,129
Other items of expense (by name)	

TOTAL OPERATING EXPENSES AND EQUIPMENT \$ \$323,193

SPECIAL ITEMS OF EXPENSE<sup>c/</sup> \$ \$

TOTAL EXPENDITURES \$ \$400,251

Source of Funds

General Fund	\$	\$
Special Funds		400,251
Federal Funds		
Other Funds		
Reimbursements		

- <sup>a/</sup> List by classification as in Salaries and Wages Supplement. Use reverse side if needed.  
<sup>b/</sup> Provide detail on reverse.  
<sup>c/</sup> Special Items of Expense must be titled. Only names included in the standardized list of Special Items of Expense Objects portion of the Uniform Codes Manual may be used.

## Staff Benefits Detail:

QASDI	\$	\$ 3,930
Health and Welfare Insurance		1,764
Retirement <sup>d/</sup> Miscellaneous		11,456
Workers' Compensation		363
Industrial Disability Leave		
Nonindustrial Disability Leave		
Unemployment Insurance		
Other		
<b>TOTAL</b>	<b>\$</b>	<b>\$17,513</b>

Salaries and Wages<sup>f/</sup>

<u>Personnel Years</u>	
<u>CY</u>	<u>BY</u>

Salary Range

<u>Amount</u>	
<u>CY</u>	<u>BY</u>

<sup>d/</sup> List type of retirement, i.e., misc., safety, industrial, etc.  
<sup>f/</sup> Specify if continued from other side.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Authority for Function

The Commission is required by Penal Code Section 13510 to adopt standards for the selection and training of specified peace officers classes that are employed by the State and local government. Penal Code Section 13510.5 requires the Commission to adopt standards for the training of specified peace officer classes employed by the State.

Through the enactment of Assembly Bill 1055, Statutes 1980, Chapter 213, Penal Code Section 13511 was amended to require POST, no later than July 1, 1981, and thereafter, to provide persons who have acquired prior equivalent peace officer training the opportunity for testing in lieu of attendance at a basic training academy.

Present and Proposed Method Being Used to Accomplish Task

At present, POST under an LEAA grant, is generically conducting research regarding peace officer selection standards, included in which is research on physical performance which includes the sub-topic, physical agility. Traditional research procedures will be followed, i.e.: review of relevant literature; contacting subject matter experts; consider various technical and legal pertinent standards; when appropriate, obtain additional data via field tested questionnaires or interview check lists, analyze data, standards, etc.; design proposed standards and related tests (when appropriate); initiate trial administrations, etc., and analyses. POST has not heretofore been mandated to develop basic training equivalency testing. POST proposes to meet this new legislative mandate by developing and administering an appropriate equivalency examination to persons who have been evaluated and found to be qualified. Evaluate applicants with prior peace officer training who are under consideration for hire by an agency participating in the POST program to ascertain whether or not they do in fact have equivalent training. Provide for retesting so that any portion of the examination previously passed need not be retaken.

Consequence if BCP is Not Approved

Federal and State laws, guidelines, and case decisions now clearly require that standards for the selection and training of peace officers can survive challenge by control agencies and in the courts only if the standards are adopted pursuant to these rules and guidelines. The methodology called for requires professional researchers who are as qualified as those now employed in the Bureau. Failure to approve the BCP could place POST and law enforcement agencies participating in the POST program in the courts.

POST would be in non compliance with a legislative mandate to develop basic training equivalency testing and might be brought into court to explain why it failed to proceed as directed by the legislature.

Staffing

Positions proposed are limited term for a period of one year.

BUDGET CHANGE PROPOSAL  
FISCAL DETAIL  
1981-82 BUDGET

Page 1.

Short Title of Proposed Change

SCR - 52 832 Penal Code

ECP Number

A-2

Date

Salaries and Wages <sup>a/</sup>	Personnel Years		Salary Range	Amount	
	CY	BY		CY	BY
Law Enforcement Consultant II	--	.5	\$2,359-\$2,848	--	\$14,154
Stenographer	--	.2	\$ 886-\$1,125	--	2,126
TOTAL		.7			\$16,280

	<u>Current Year</u>	<u>Budget Year</u>
TOTAL SALARIES AND WAGES	\$ --	\$16,280
Salary Savings	--	- 1,628
NET TOTAL SALARIES AND WAGES	\$ --	\$14,652
Staff Benefits <sup>b/</sup>	--	3,874
TOTAL PERSONAL SERVICES	\$	\$18,526

Operating Expenses and Equipment

General expense . . . . .	486
Printing . . . . .	2,000
Communications . . . . .	300
Postage	
Insurance	
Travel-in-state . . . . .	1,176
Travel-out-of-state	
Training	
Facilities operations	
Utilities	
Cons. and Prof. Svcs: Interdept'l	
Cons. and Prof. Svcs: External . . . . .	10,000
Departmental Services	
Consolidated Data Center	
Data Processing . . . . .	17,512
Central Administrative Services	
Equipment	
Other items of expense (by name)	

TOTAL OPERATING EXPENSES AND EQUIPMENT	\$	\$31,474
--	----	----------

SPECIAL ITEMS OF EXPENSE <sup>c/</sup>	\$	\$
--	----	----

TOTAL EXPENDITURES	\$	\$50,000
--------------------	----	----------

Source of Funds

General Fund	\$	\$
Special Funds . . . . .		50,000
Federal Funds		
Other Funds		
Reimbursements		

<sup>a/</sup> List by classification as in Salaries and Wages Supplement. Use reverse side if needed.  
<sup>b/</sup> Provide detail on reverse.

<sup>c/</sup> Special items of Expense must be titled. Only names included in the standardized list of Special Items of Expense Objects portion of the Uniform Codes Manual may be used.

## Staff Benefits Detail:

OASDI	\$	--	\$	974
Health and Welfare Insurance		--		296
Retirement <sup>d/</sup> Miscellaneous		--		2,515
Workers' Compensation				89
Industrial Disability Leave				
Nonindustrial Disability Leave				
Unemployment Insurance				
Other				
TOTAL	\$	--	\$	3,874

<u>Salaries and Wages<sup>f/</sup></u>	<u>Personnel Years</u>		<u>Salary Range</u>	<u>Amount</u>	
	<u>CY</u>	<u>BY</u>		<u>CY</u>	<u>BY</u>

<sup>d/</sup>List type of retirement, i.e., misc., safety, industrial, etc.  
<sup>f/</sup>Specify if continued from other side.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Program Authority

Authority to establish minimum standards for training of peace officers is provided by Sections 13500-13523 of the Penal Code.

The Commission by Senate Concurrent Resolution 52 has been directed to conduct a study of training standards relating to Section 832 of the Penal Code. The Commission must report to the Legislature by January 26, 1982, describing the plan of action that the Commission has adopted.

Senate Concurrent Resolution 52 recommended that \$50,000 be appropriated for the proposed study.

Present Method Being Used to Accomplish Task

Regular law enforcement officers receive training relating to Section 832 of the Penal Code while attending basic training academies. Other specialized agencies receive training relating to Section 832 of the Penal Code at various presenters of a POST certified course relating to Section 832 of the Penal Code.

Proposed Method to Accomplish Task

To make a study of all the presenters of POST certified 832 Penal Code training. Findings of this study would be used to develop a more appropriate training program.

Consequences if BCP is Not Approved

The Commission will not be able to comply with the legislatures mandate. The Commission may be found liable for deficiencies that could develop under its existing training program relating to Section 832 of the Penal Code.

Number and Level of Positions

POST does not have enough available staff to accomplish this task. We proposed to hire one Law Enforcement Consultant II and .2 position of clerical staff. In addition we would require related operating costs to conduct the study.

Positions proposed are limited term for six months.

BUDGET CHANGE PROPOSAL  
FISCAL DETAIL  
1981-82 BUDGET

Page 1

Short Title of Proposed Change	BCP Number	Date
Aid to Cities and Counties	A-3	
Price Increase <sup>a/</sup>		Amount
Salaries and Wages <sup>b/</sup>	Salary Range	CY BY
Salaries Reimbursed	--	-- \$616,105

	Current Year	Budget Year
TOTAL SALARIES AND WAGES	\$	\$ 616,105
Salary Savings	--	--
NET TOTAL SALARIES AND WAGES	\$	\$ 616,105
Staff Benefits <sup>b/</sup>	--	--
TOTAL PERSONAL SERVICES	\$	\$ 616,105
Operating Expenses and Equipment		
General expense		
Printing		
Communications		
Postage		
Insurance		
Travel-in-state		
Travel-out-of-state		
Training		
Facilities operations		
Utilities		
Cons. and Prof. Svcs: Interdept'l		
Cons. and Prof. Svcs: External		
Departmental Services		
Consolidated Data Center		
Data Processing		
Central Administrative Services		
Equipment		
Other items of expense (by name) . . . . .		436,421
TOTAL OPERATING EXPENSES AND EQUIPMENT	\$	\$ 436,421
SPECIAL ITEMS OF EXPENSE <sup>c/</sup>	\$	\$
TOTAL EXPENDITURES	\$	\$ 1,052,526
Source of Funds		
General Fund	\$	\$
Special Funds . . . . .		1,052,526
Federal Funds		
Other Funds		
Reimbursements		

- <sup>a/</sup> List by classification as in Salaries and Wages Supplement. Use reverse side if needed.  
<sup>b/</sup> Provide detail on reverse.  
<sup>c/</sup> Special items of Expense must be titled. Only names included in the standardized list of Special Items of Expense Objects portion of the Uniform Codes Manual may be used.



## Staff Benefits Detail:

OASDI		\$		\$
Health and Welfare Insurance				
Retirement <sup>d/</sup>				
Workers' Compensation				
Industrial Disability Leave				
Nonindustrial Disability Leave				
Unemployment Insurance				
Other				
	TOTAL	\$		\$
<u>Salaries and Wages<sup>f/</sup></u>	<u>Personnel Years</u>			<u>Amount</u>
	<u>CY</u> <u>BY</u>	<u>Salary Range</u>	<u>CY</u>	<u>BY</u>

<sup>d/</sup> List type of retirement, i.e., misc., safety, industrial, etc.  
<sup>f/</sup> Specify if continued from other side.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Program Authority

Section 13500-13523 of the Penal Code.

Present Method Being Used to Accomplish Task

Local Law enforcement agencies are reimbursed for POST certified training under one of the following four reimbursement plans:

- Plan I - Subsistence, Travel, Tuition, Salary
- Plan II - Subsistence, Travel, Salary
- Plan III - Subsistence, Travel, Tuition
- Plan IV - Subsistence, Travel

Proposed Method to Accomplish Task

Same as present.

Consequence if BCP is not Approved

The baseline will not reflect actual costs of local agencies training and adjustment of our reimbursement plans will be necessary. This increase is needed to keep pace with general subsistence, travel, tuition and salary costs granted to local law enforcement personnel by their agencies.

BUDGET CHANGE PROPOSAL  
FISCAL DETAIL  
1981-82 BUDGET

Page 1

Short Title of Proposed Change	BGP Number	Date
Aid to Cities and Counties	A-4	
Increase Salary Reimbursement <sup>a/</sup>		Amount
Salaries and Wages <sup>b/</sup>	Personnel Years	
	CY	BY
Salaries Reimbursed	Salary Range	CY
		BY
		\$1,263,806

	Current Year	Budget Year
TOTAL SALARIES AND WAGES	\$	\$1,263,806
Salary Savings		
NET TOTAL SALARIES AND WAGES	\$	\$1,263,806
Staff Benefits <sup>b/</sup>		
TOTAL PERSONAL SERVICES	\$	\$1,263,806
Operating Expenses and Equipment		
General expense		
Printing		
Communications		
Postage		
Insurance		
Travel-in-state		
Travel-out-of-state		
Training		
Facilities operations		
Utilities		
Cons. and Prof. Svcs: Interdept'l		
Cons. and Prof. Svcs: External		
Departmental Services		
Consolidated Data Center		
Data Processing		
Central Administrative Services		
Equipment		
Other items of expense (by name)		
TOTAL OPERATING EXPENSES AND EQUIPMENT	\$	\$
SPECIAL ITEMS OF EXPENSE <sup>c/</sup>	\$	\$
TOTAL EXPENDITURES	\$	\$1,263,806
Source of Funds		
General Fund	\$	\$
Special Funds		1,263,806
Federal Funds		
Other Funds		
Reimbursements		

- <sup>a/</sup> List by classification as in Salaries and Wages Supplement. Use reverse side if needed.  
<sup>b/</sup> Provide detail on reverse.  
<sup>c/</sup> Special items of Expense must be titled. Only names included in the standardized list of Special Items of Expense Objects portion of the Uniform Codes Manual may be used.

Staff Benefits Detail:

OASDI	\$	\$
Health and Welfare Insurance		
Retirement <sup>d/</sup>		
Workers' Compensation		
Industrial Disability Leave		
Nonindustrial Disability Leave		
Unemployment Insurance		
Other		
TOTAL	\$	\$

<u>Salaries and Wages<sup>f/</sup></u>	<u>Personnel Years</u>		<u>Salary Range</u>	<u>Amount</u>	
	<u>CY</u>	<u>BY</u>		<u>CY</u>	<u>BY</u>

<sup>d/</sup>List type of retirement, i.e., misc., safety, industrial, etc.  
<sup>f/</sup>Specify if continued from other side.

Program Authority

Section 13500-13523 of the Penal Code.

Present Method Being Used to Accomplish Task

The Commission has in past years established the rate of salary reimbursement from a low of 30 percent to a high of 100 percent. At the present time the salary reimbursement rate is 30 percent plus.

Proposed Method to Accomplish Task

We propose to increase the rate of salary reimbursement from 30 percent plus to approximately 50 percent. This will substantially increase the reimbursement to local law enforcement agencies and encourage training in those courses certified as salary reimbursable.

Consequences of BCP if Not Approved

Revenues derived from penalty assessments on traffic and criminal fines will not be returned to local law enforcement agencies at the appropriate rate possible within existing resources. Current requests from local government require that we strengthen our position in meeting the demand for training and subsequent reimbursement rather than continuing to build an unappropriated surplus in the POTF. In addition to justifiable criticism of the State there will be unnecessary financial burdens placed on local government if the BCP is not approved.

BUDGET CHANGE PROPOSAL  
FISCAL DETAIL  
1981-82 BUDGET

Page 1

Short Title of Proposed Change			BCP Number	Date
Law Enforcement			A-5	
Executive and Management				
Salaries and Wages <sup>a/</sup>	Training	Personnel Years	Salary Range	Amount
	Prof.	CY BY		CY BY

	Current Year	Budget Year
TOTAL SALARIES AND WAGES	\$ _____	\$ _____
Salary Savings	_____	_____
NET TOTAL SALARIES AND WAGES	\$ _____	\$ _____
Staff Benefits <sup>b/</sup>	_____	_____
TOTAL PERSONAL SERVICES	\$ _____	\$ _____
Operating Expenses and Equipment		
General expense		
Printing		
Communications		
Postage		
Insurance		
Travel-in-state		
Travel-out-of-state		
Training		
Facilities operations		
Utilities		
Cons. and Prof. Svcs: Interdept'l		
Cons. and Prof. Svcs: External . . . . .		800,000
Departmental Services		
Consolidated Data Center		
Data Processing		
Central Administrative Services		
Equipment		
Other items of expense (by name)	_____	_____
TOTAL OPERATING EXPENSES AND EQUIPMENT	\$ _____	\$ _____
SPECIAL ITEMS OF EXPENSE <sup>c/</sup>	\$ _____	\$ _____
TOTAL EXPENDITURES	\$ _____	\$ 800,000
Source of Funds		
General Fund	\$ _____	\$ _____
Special Funds . . . . .		800,000
Federal Funds		
Other Funds		
Reimbursements		

- <sup>a/</sup> List by classification as in Salaries and Wages Supplement. Use reverse side if needed.  
<sup>b/</sup> Provide detail on reverse.  
<sup>c/</sup> Special items of Expense must be titled. Only names included in the standardized list of Special Items of Expense Objects portion of the Uniform Codes Manual may be used.

Staff Benefits Detail:

OASDI

Health and Welfare Insurance

Retirement<sup>d/</sup>

Workers' Compensation

Industrial Disability Leave

Nonindustrial Disability Leave

Unemployment Insurance

Other

TOTAL

\$

\$

\$

\$

Salaries and Wages<sup>f/</sup>

Personnel Years

CY

BY

Salary Range

Amount

CY

BY

<sup>d/</sup>List type of retirement, i.e., misc., safety, industrial, etc.  
<sup>f/</sup>Specify if continued from other side.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Program Authority

Authority to establish minimum standards for training of regular peace officers is provided in Section 13510 of the Penal Code.

These minimum standards for training are set forth and expanded in Section 1005 of the POST Regulations and codified in Title II, Chapter II of the Administrative Code of California.

The POST Administrative Manual, in Section D-Training, identifies each category while implementing and expanding on the provisions of Section 1005 of the POST Regulations.

Present Method Used to Accomplish Task or Function

Presently there are two principal courses in the management/administrative area. These are the Management Course and the Executive Development Course.

The Management Course is mandated under Section 1005(c) of the Regulations and content is enumerated in Commission Procedure D-4, reimbursed under Plan I or II (Subsistence, travel, percent of salary, tuition, if Plan I).

The Management Course constitutes 4 percent of the total funds reimbursed to local agencies.

Currently eight Management Courses are certified, while five courses are presented under contract.

The performance objectives are enumerated in the document "Management Course Performance Objectives" and are organized under the following broad topic areas:

- Administrative Management
- Personnel Evaluation
- Media Communications Relations
- Behavioral Science
- Internal Communications

The Executive Development Course is authorized in Regulation 1005(e) and is optional; it is reimbursed under Plan IV (subsistence and travel).

Commission Procedure D-5 prescribes that the Executive Development Course shall be 80 hours in length and that its content will include segments on internal management, management techniques and aids, operations management, fiscal management, environmental relationships, community relations and communications.

The Executive Development Course reimbursement is less than a fraction of a percentage point of the total funds reimbursed by POST.

The Executive Development Course is presented under contract.

Proposed Method to Accomplish Task or Function

Analysis of the POST training program indicates the need for greater emphasis on supervisory, management and executive training than has been given in the past. After 20 years of POST operation, it is time that the middle and upper echelons of



## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

law enforcement organizations received training recognition and opportunities with encouragement from POST. POST should take a leadership role and start planning upper-level training programs for law enforcement leadership in California.

At the present time, only 8 percent of the POST resources are provided for supervisory, management, executive and administrative training, and, yet, these levels in law enforcement constitute a minimum of 18 percent of the personnel to be trained. Therefore, we have not been meeting the current training needs of these personnel.

For years we have placed our primary training emphasis on the line officer. Very little attention has been given to those who make and implement policy. If we are to achieve a truly balanced POST training program in the 80's we must invest a proportionate amount of the POST training dollar on the managers, administrators, and executives who are the decision makers in California law enforcement.

We are proposing to develop and establish a training series for supervisors, managers and executives using selected universities strategically located throughout the State as presenters. Through a job analysis, we will determine the duties the personnel assigned to each of these positions perform and develop a series of intensive courses that will train the personnel to the desired level of competence.

The present Management and Executive Development Courses would become the keystones for the proposed training series. It is proposed that in order to standardize and improve the efficiency and effectiveness of these courses, they be coordinated, facilitated and (in a few instances) presented by POST. The remaining courses in the series could be certified to colleges and universities. The Commission could control the course curriculum by approving specifications for each course, ensuring that law enforcement training needs were being met while providing top law enforcement personnel with an opportunity to improve their academic background.

#### Consequences if BCP is Not Approved

Failure to approve the BCP in order to expand the training would limit the potential for training of managers and administrators and could seriously hamper our efforts to improve law enforcement where it can be the most effective in management and administration.

#### Number and Level of Positions

This program can be accomplished within the existing personnel resources.

#### Program Cost

This program will provide reimbursement to participating agencies for attendance at developed courses. Cost of program is estimated at .8 million dollars.

BUDGET CHANGE PROPOSAL  
FISCAL DETAIL  
1981-82 BUDGET

Page 1

<u>Short Title of Proposed Change</u>	<u>BCP Number</u>	<u>Date</u>
Computer Assisted Instruction	A-6	
<u>Salaries and Wages</u> <sup>a/</sup>	<u>Personnel Years</u>	<u>Amount</u>
	<u>CY</u> <u>BY</u>	<u>CY</u> <u>BY</u>

	<u>Current Year</u>	<u>Budget Year</u>
TOTAL SALARIES AND WAGES	\$ _____	\$ _____
Salary Savings	_____	_____
NET TOTAL SALARIES AND WAGES	\$ _____	\$ _____
Staff Benefits <sup>b/</sup>	_____	_____
TOTAL PERSONAL SERVICES	\$ _____	\$ _____
Operating Expenses and Equipment		
General expense		
Printing		
Communications		
Postage		
Insurance		
Travel-in-state		
Travel-out-of-state		
Training		
Facilities operations		
Utilities		
Cons. and Prof. Svcs: Interdept'l		
Cons. and Prof. Svcs: External . . . . .		50,000
Departmental Services		
Consolidated Data Center		
Data Processing		
Central Administrative Services		
Equipment		
Other items of expense (by name)	_____	_____
TOTAL OPERATING EXPENSES AND EQUIPMENT	\$ _____	\$ _____
SPECIAL ITEMS OF EXPENSE <sup>c/</sup>	\$ _____	\$ _____
TOTAL EXPENDITURES	\$ _____	\$ 50,000
Source of Funds		
General Fund	\$ _____	\$ _____
Special Funds . . . . .		50,000
Federal Funds		
Other Funds		
Reimbursements		

- <sup>a/</sup> List by classification as in Salaries and Wages Supplement. Use reverse side if needed.  
<sup>b/</sup> Provide detail on reverse.  
<sup>c/</sup> Special items of Expense must be titled. Only names included in the standardized list of Special Items of Expense Objects portion of the Uniform Codes Manual may be used.

Staff Benefits Detail:

QASDI

## Health and Welfare Insurance

Retirement—

## Workers' Compensation

Industrial Disability Leave

Nonindustrial Disability Leave

## Unemployment Insurance

Other

TOTAL

2

2

Salaries and Wages<sup>f/</sup>

### Personnel Years

CY

BY

Salary Range

Amount

—CY

BY

1. List type of retirement, i.e., misc., safety, industrial, etc.  
2. Specify if continued from other side.

d/ List type of retirement, i.e., misc., safety, industrial, etc.

Specify if continued from other side.

Specify if continued from other side.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Program Authority

The POST training program is authorized by Section 13503 of the California Penal Code. Section 13505 directs the Commission to endeavor to minimize administrative costs.

Present Method Used to Accomplish Task or Function

The current program developed over a 20-year period, involves training presented by more than 100 training institutions - primarily law enforcement agencies, community colleges, and state universities. Instructional methods, while relatively effective by past standards, is predominately traditional at most institutions. By traditional, we mean the use of lecture as the central means of conveying information with reinforcement by audio/visual aids and demonstration.

While this has been relatively effective, it is instructor intensive and is not oriented to individual learning abilities. Major universities have demonstrated that the application of "Computer Assisted Instruction" as defined above, has reduced operating costs and enhanced the educational/training process. We feel that we would be derelict, as the primary catalysts of law enforcement training in California, not to explore the possibility of improving our program. In short, we feel that with the increasing pressure being exerted on public finance - both revenue and expenditure - the consequences of not approving this proposal would be the continuation of a training program which may become obsolete, more costly, and consequently in danger of reduction - in scope and quality.

Proposed Method to Accomplish Task or Function

The Commission on POST is requesting an addition of \$50,000 to the Fiscal Year 1981-82 budget to conduct a study to determine if the application of "computer assisted instruction" would increase the efficiency and/or quality of the POST Law Enforcement Training Program.

Computer assisted instruction, for the purpose of this proposed study, is defined as a system employing the use of a computer and multi-media instruction in interaction with the student to more efficiently execute and manage the instructional process.

Consequences if ECP is Not Approved

Failure to approve this request may result in the Commission being unable to maximize the available training funds which may be wasted in our archaic method of presentations that are not cost effective.

Number and Level of Positions

The study will be conducted through contract with an outside firm or individual and will not necessitate any additional staff. Monitoring and supervision of the project can be adequately carried out with existing staff. There will be no operating or equipment expenses outside the contract considerations.

BUDGET CHANGE PROPOSAL  
FISCAL DETAIL  
1981-82 BUDGET

Page 1

Short Title of Proposed Change	Personnel Years		BCP Number	Date
Technical Job Specific Training (Curriculum Development)			A-7	
Salaries and Wages <sup>a/</sup>	CY	BY	Salary Range	Amount
Law Enforcement Consultant II	--	1.0	\$2,359-\$2,848	-- 1.0
Steno	--	.5	\$ 889-\$1,178	-- .5
				TOTAL 1.5

	Current Year	Budget Year
TOTAL SALARIES AND WAGES	\$ --	\$ 33,729
Salary Savings	--	-- 3,372
NET TOTAL SALARIES AND WAGES	\$ --	\$ 30,357
Staff Benefits <sup>b/</sup>	--	8,934
TOTAL PERSONAL SERVICES	\$ --	\$ 39,291
Operating Expenses and Equipment		
General expense		1,444
Printing		1,879
Communications		898
Postage		
Insurance		
Travel-in-state		3,514
Travel-out-of-state		
Training		
Facilities operations		1,614
Utilities		
Cons. and Prof. Svcs: Interdept'l		
Cons. and Prof. Svcs: External		699,349
Departmental Services		
Consolidated Data Center		
Data Processing		
Central Administrative Services		
Equipment		2,011
Other items of expense (by name)		
TOTAL OPERATING EXPENSES AND EQUIPMENT	\$	\$ 710,709
SPECIAL ITEMS OF EXPENSE <sup>c/</sup>	\$	\$

TOTAL EXPENDITURES	\$	\$ 750,000
Source of Funds		
General Fund	\$	\$
Special Funds		750,000
Federal Funds		
Other Funds		
Reimbursements		

- <sup>a/</sup> List by classification as in Salaries and Wages Supplement. Use reverse side if needed.  
<sup>b/</sup> Provide detail on reverse.  
<sup>c/</sup> Special Items of Expense must be titled. Only names included in the standardized list of Special Items of Expense Objects portion of the Uniform Codes Manual may be used.

## Staff Benefits Detail:

QASDI	\$	\$ 2,026
Health and Welfare Insurance		882
Retirement <sup>d/</sup> Miscellaneous		5,841
Workers' Compensation		185
Industrial Disability Leave		
Nonindustrial Disability Leave		
Unemployment Insurance		
Other		
TOTAL	\$	\$ 8,934

Salaries and Wages<sup>f/</sup>

Personnel Years	
CY	BY

Salary Range

Amount	
CY	BY

<sup>d/</sup> List type of retirement, i.e., misc., safety, industrial, etc.  
<sup>f/</sup> Specify if continued from other side.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Program Authority

Authority to establish minimum standards for training of regular peace officers is provided in Section 13510 of the Penal Code.

The performance objectives for the technical "job specific" courses were adopted by Commission action at the April 1980, meeting. Authorization of this budget change proposal will enable POST to carry out the direction of the Commission by conducting a task analysis for each of the 25 jobs identified and will result in the development of standardized course curriculum.

It is anticipated that the performance objective developed for each of the technical "job specific" courses will be adopted following conclusion of the project and incorporated in Commission regulations under Section D - Training, as soon as the task analysis, performance objectives, and course curriculum are completed.

Present Method Used to Accomplish Task or Function

Presently, there are 25 separate "job specific" courses that have been identified with performance objectives established to insure that minimum training requirements have been addressed. These performance objectives were developed without benefit of a job analysis study and therefore, may not be job related when compared with actual job requirements.

This proposal, if approved, would enable POST to conduct a job analysis and curriculum development on each of the 25 jobs designated by the Commission as appropriate for "job specific" designation. Additionally the 117 certified "job specific" courses certified to presenters, without having established the preliminary job relatedness of the performance objectives or course curriculum, would be subjected to the same process.

Proposed Method to Accomplish Task or Function

Staff proposes to conduct separate job analysis studies to determine the typical functions performed by personnel assigned to each of the 25 jobs identified and designated by the Commission on job specific.

The project will take approximately 18 months to complete and will entail the collection of information necessary to define the various job performed in each of the 25 specialty areas.

Based upon the data collected, certain conclusions will be reached which would assist staff in the design of curriculum for each of the 25 "job specific" categories, including the development of curriculum and appropriate performance objectives.

It is anticipated that a number of different methods would be used to gather information, including:

Interviews  
Questionnaires  
On-site observation

Consequences if BCP is Not Approved

Failure to approve the training will result in the continued expenditure of \$1.85 million or more each year without any assurance that the training is appropriate and necessary.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Number and Level of Positions

One full-time limited term Law Enforcement Consultant II and one half-time steno for fiscal year 1981-82 and for six months of fiscal year 1982-83. Both positions are proposed for 18 months limited term approval.

Operating Expenses

It is anticipated that this study will require approximately 18 months. A total of \$750,000 would be needed to fund the project during the first fiscal year (1981-82) and an additional \$200,000 will be required to fund the project during the fiscal year (1982-83).



PEACE OFFICER TRAINING FUND

ADMINISTRATION BUDGET

	<u>79-80</u>	<u>80-81</u>	<u>81-82</u>	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
Personal Services	72.0	72.3	70.5	\$2,088,541	\$2,360,128	\$2,334,004
Operating Expense and Equipment	--	--	--	536,887	767,775	772,953
Total, Expenditures	72.0	72.3	70.5	\$2,625,428	\$3,127,904	\$3,106,957
Less Reimbursements	--	--	--	- 271,809	- 91,243	--
Net Totals, Expenditures	<u>72.0</u>	<u>72.3</u>	<u>70.5</u>	<u>\$2,353,619</u>	<u>\$3,036,661</u>	<u>\$3,106,957</u>

BUDGET CHANGE PROPOSAL  
FISCAL DETAIL  
1981-82 BUDGET

Page 1

Short Title of Proposed Change  
Research and Evaluation Bureau

PCP Number  
S-1

Date

Salaries and Wages <sup>a/</sup>	Personnel Years		Salary Range	Amount	
	CY	BY		CY	BY
Research Specialist III	--	1	\$2,848-\$3,443	--	\$34,176
Research Specialist II	--	1	\$2,473-\$2,988	--	\$29,676
Associate Personnel Analyst	--	1	\$1,956-\$2,359	--	\$23,472

	Current Year	Budget Year
TOTAL SALARIES AND WAGES	\$ --	\$ 126,264
Salary Savings	--	12,626
NET TOTAL SALARIES AND WAGES	\$ --	\$ 113,638
Staff Benefits <sup>b/</sup>	--	33,675
TOTAL PERSONAL SERVICES	\$ --	\$ 147,313

Operating Expenses and Equipment

General expense . . . . .	5,778
Printing . . . . .	7,518
Communications . . . . .	3,594
Postage	
Insurance	
Travel-in-state . . . . .	14,058
Travel-out-of-state . . . . .	5,000
Training	
Facilities operations . . . . .	6,456
Utilities	
Cons. and Prof. Svcs: Interdept'l	
Cons. and Prof. Svcs: External . . . . .	95,000
Departmental Services	
Consolidated Data Center	
Data Processing . . . . .	28,499
Central Administrative Services	
Equipment . . . . .	6,784
Other items of expense (by name)	

TOTAL OPERATING EXPENSES AND EQUIPMENT \$ 172,687

SPECIAL ITEMS OF EXPENSE<sup>c/</sup> \$

TOTAL EXPENDITURES \$ 320,000

Source of Funds

General Fund	\$	\$
Special Funds . . . . .		320,000
Federal Funds		
Other Funds		
Reimbursements		

- <sup>a/</sup>List by classification as in Salaries and Wages Supplement. Use reverse side if needed.  
<sup>b/</sup>Provide detail on reverse.  
<sup>c/</sup>Special items of Expense must be titled. Only names included in the standardized list of Special Items of Expense Objects portion of the Uniform Codes Manual may be used.

## Staff Benefits Detail:

OASDI	\$	--	\$ 7,590
Health and Welfare Insurance		--	3,528
Retirement <sup>d/</sup> Miscellaneous		--	21,864
Workers' Compensation		--	693
Industrial Disability Leave		--	--
Nonindustrial Disability Leave		--	--
Unemployment Insurance		--	--
Other		--	--
TOTAL	\$	--	\$33,675

Continued Salaries and Wages <sup>f/</sup>	Personnel Years		Salary Range	Amount	
	CY	BY		CY	BY
Staff Services Analyst	--	1	\$1,242-\$1,956	--	\$14,904
Secretary	--	1	\$1,081-\$1,287	--	12,972
Office Assistant II: (T)	--	1	\$ 904-\$1,104	--	11,064
TOTAL		6			\$126,264

<sup>d/</sup> List type of retirement, i.e., misc., safety, industrial, etc.  
<sup>f/</sup> Specify if continued from other side.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Program Authority

The authority for the Research and Evaluation Bureau is derived from Penal Code Sections 13503(e), 13510 and 13510.5.

Present Method Being Used to Accomplish Functions

Since May of 1978, the Research and Evaluation Bureau function has been funded by an LEAA Grant. Prior to funding through the LEAA Grant, performance of activities for this function were acquired through contractual arrangements paid for out of the POST budget.

Proposed Method to Accomplish Function

The Research and Evaluation Bureau will conduct peace officer related research in the areas of peace officer selection and training, model management and operations procedures, and performance and program evaluation techniques, etc. In addition, the Bureau will conduct professional evaluations of peace officer training to help ensure that the State's investment in peace officer training is effective as possible. (See Attached Previous BCP)

Consequence if BCP is Not Approved

Federal and State laws, guidelines, and case decisions now clearly require that standards for the selection and training of peace officers can survive challenge by control agencies and in the courts only if the standards are adopted pursuant to these rules and guidelines. The methodology called for requires professional researchers who are as qualified as those now employed in the Bureau. Failure to approve the BCP could place POST and law enforcement agencies participating in the POST program in the courts.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## RESEARCH AND EVALUATION BUREAU

Justification:Introduction: Society and Professionalism

Contemporary U.S. society is increasingly complex, legalistic, and demanding of demonstrable results. This seems particularly true of governmental agencies, some of whom might be hard pressed to demonstrate effectiveness under the best of circumstances.

Fortunately, POST is in an advantageous stage to move into a solid position of being able to show how well it is serving the law enforcement community in the State. This is important from a professional as well as a societal perspective. This BCP is a proposal of how this may be done.

An Investment; not Expense

POST's major role is to provide local law enforcement with funds and standards for selection and training. This is an investment of State funds, and any investment should have a return. POST's return is a continually improving local law enforcement service throughout the State.

In most instances POST does not know, but can only informally guess the effectiveness of the resources it invests in its Standards and Training in the State. We hypothesize, we guess and make informal judgments, but we often just plain don't know.

In the spirit of ensuring that the resources that POST makes available to local government is as effective an investment as possible, POST must consider the value of making permanent its research resources.

Saving Money, Time and Trouble

We need to have an on-going statistical and analytical resource on staff for determining training and program effectiveness. With this resource POST can be in a position of assisting local government to save large sums of money through effective recruitment methodology, proper training, enhancing success in courts, and avoiding tortuous situations (which not only take time and money but sap morale and energy as well).

Certitudes: The Need to Know

Such a resource would increase the confidence of the Commission about the investment in training of peace officers in California. We would have the advantage of increased reliability, relevance, and predictability in demonstrating what we do to public, governor, and legislator. We would have a degree of legal and statistical certitude that we do not now enjoy.

One Example: Selection

One aspect alone serves as an example of the kinds of savings that would be possible by making an investment in a research capability at POST. That is in providing local units of government with tools and techniques that would enable them to maximize their resources in what is now an expensive process in placing competent

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

officers on the job. POST-prepared selectional tools would include such things as self-screening, polygraph techniques, assessment center procedures, interview procedures, psychological fitness profiles, background investigation techniques, and appropriate affirmative action procedures to assure that people are not improperly selected by the process. These are impractical to develop and maintain many times over, but would be a great benefit if available to agencies wishing to use them.

The Proposal

At the present time, the Research and Evaluation Bureau consists of eight positions. We are confident that we can do a solid job with six, which would include three researchers, an assistant researcher, and two clerical support positions. The annual cost of this would be approximately \$320,000. This should, however, be viewed in terms of an investment with a return. The return is potentially three-fold.

One, as has been mentioned, is the measurability of effectiveness of training in the field. We don't have that capability now. We are vulnerable until we get it.

Two, the savings potential on the part of local government, by using scientifically verified methods and techniques at their volition.

Three, is the potential for reimbursement to the Peace Officer Training Fund for the developmental work done by POST that could be packaged and made available in other states. We don't have an estimate but it could come to a substantial figure.

Experience as an Example

You should understand that we are not dealing with an untried concept. The Research and Evaluation Unit has already done some important work. For example:

1. Entry Level Law Enforcement Officers Job Analysis Study will allow both the local government and POST to make judgments and assessments regarding the most effective kinds of entry-level and subsequent training needs;
2. The Background Investigators Manual which has been a great boon to local government in the selection process;
3. The Medical Screening Manual, which is also widely used;
4. The design of appropriately worded job announcements and employment application forms have been completed. These are also in place and in use in the field;
5. The Medical History Statements which meets both the needs of local government and protects the interests of the applicant, have been developed and are in use.

Where would Law Enforcement be without these valuable tools? Who would have developed them?

In addition, under the LEAA grant, validated tests for reading, writing, and physical ability are being prepared and are nearing completion. These tests will soon be in use in the field and provide a valuable and equitable tool for the recruitment of officers.

BUDGET COMMITTEE MEETING  
1981-82 BUDGET  
SEPTEMBER 8, 1980  
HOLIDAY INN - LOS ANGELES

Committee Members Present: Bob Vernon, Chairman  
Nat Trives, Commission Chairman  
John Van DeKamp, Commissioner

Staff Members Present: Norman C. Boehm, Executive Director  
Bradley W. Koch, Director, Operations Division  
Gerald E. Townsend, Director, Operations Division  
George Williams, Bureau Chief, Research & Evaluation  
Unit, Executive Office  
Jim Phillips, Administrative Services Officer, Administration Division

Chairman Vernon called the meeting to order at approximately 9:00 a.m. and after a short overview by Norman C. Boehm, Mr. Townsend reviewed the proposed 1981-82 budget and the Budget Proposals recommended by staff.

After the overview was completed, the committee undertook discussion and action on each of the proposals in order of their priority.

Basic Course Equivalency Testing

The first priority issue in Assistance to Cities and Counties budget submitted by staff as a Budget Change Proposal was an item requesting \$66,182 for two temporary positions and \$293,950 in contractual consultant and professional services, for a total of \$400,251 to develop and appropriate basic course equivalency testing procedures to meet the requirements of AB 1055, Statutes 1980, Chapter 213, P.C. Section 13511, as amended, which requires POST, no later than July 1, 1981 and thereafter, to provide persons who have required prior equivalent peace officer training the opportunity for testing in lieu of attendance at a basic training academy.

Motion to recommend to the Commission adoption of the staff recommendation was made by Commissioner Trives, seconded by Commissioner Van DeKamp and adopted unanimously.

Senate Concurrent Resolution-52, 832 P.C.

This Budget Change Proposal proposes to conduct a study of the training standards relating to Section 832 of the Penal Code as required by Senate Concurrent Resolution-52 and to prepare a report to the Legislature by January 26, 1982, describing the plan of action that the Commission has adopted.

In order to conduct this legislative requested study, it would be necessary to employ one Law Enforcement Consultant II and .2 clerical staff with a limited operating cost for a period of six months. It was proposed that this study be funded in the amount of \$50,000.

Motion to recommend to the Commission adoption of the staff recommendation was made by Commissioner Trives, seconded by Commissioner Van DeKamp and adopted unanimously.

Aid to Cities and Counties Price Increase

This proposal is a technical adjustment of the base-line budget. The increase is needed to keep pace with the general subsistence, travel, tuition and salary cost increases reimbursed to local law enforcement personnel and provides an increase of \$1,052,526 for this purpose.

Motion to recommend to the Commission adoption of the staff recommendation was made by Commissioner Van DeKamp, seconded by Commissioner Trives and adopted unanimously.

Aid to Cities and Counties Increased Salary Reimbursement

This Budget Change Proposal recommends an increase of \$1,263,806 to the Aid to Cities and Counties portion of the budget to increase the rate of salary reimbursement from 30% plus to approximately 50%. This proposal will substantially increase the reimbursement to local law enforcement agencies and will encourage training in those courses certified as salary reimbursable.

Motion to recommend to the Commission adoption of the staff recommendation was made by Commissioner Van DeKamp, seconded by Commissioner Trives and adopted unanimously.

Law Enforcement Executive and Management Training

Because of the disproportionate amount of reimbursement provided for supervisory, executive and administrative training, this Budget Change Proposal recommends the expansion and reimbursement for supervisors and above in order to meet more current training needs of these personnel. The proposal provides \$1,200,000 for expanded reimbursement in this vital training area.

Motion to recommend to the Commission adoption of the staff recommendation was made by Commissioner Trives, seconded by Commissioner Van DeKamp and adopted unanimously with the understanding that the amount would be adjusted to assure sufficient funding for validation mode.\*

\* With the authority granted by the committee, staff has amended this BCP to provide \$800,000 for expanded training in supervisory management and executive training. The \$400,000 difference was placed in curriculum development where it may be used for course validation purposes.



### Computer Assisted Instruction

This Budget Change Proposal requests \$50,000 to conduct a study to determine if the application of "computer assisted instruction" would increase the efficiency and/or quality of the POST law enforcement training program.

Motion to recommend to the Commission adoption of the staff recommendation was made by Commissioner Trives, seconded by Commissioner Van DeKamp and adopted unanimously.

### Technical Job-Specific Training Curriculum Development

This Budget Change Proposal, which will take approximately 18 months to complete, will entail job analysis studies to determine the typical functions performed by personnel assigned to each of the 25 jobs identified and designated by the Commission as job specific. The information will be used to assist staff in the design of curriculum for each of the 25 job-specific categories, including the development of appropriate job performance objectives.

It is proposed that \$350,000 be provided for the first year of the study, which will include salaries for a Law Enforcement Consultant and secretarial help on a temporary basis, in order to facilitate and coordinate outside contracts in conducting these studies.

Motion to recommend to the Commission adoption of the staff recommendation was made by Commissioner Van DeKamp, seconded by Commissioner Trives and adopted unanimously.\*

#### \*Note:

As authorized and approved by the committee, staff has increased the contract monies in this proposal by \$400,000 to include expanded research in selection and validation studies. Total amount recommended in this BCP is \$750,000.

### Research and Evaluation Bureau

This Budget Change Proposal is the Number 1 priority for the administrative budget and proposes the continuation of the research and evaluation function which has previously been funded by a LEAA grant. After considerable discussion by which the members of the committee affirmed their concern for the need to conduct peace officer-related research in the area of selection and training and management and operations procedures, the committee moved unanimously:

Motion by Commissioner Van DeKamp, seconded by Commissioner Trives that the Budget Change Proposal be adopted with the proviso that, within the total amount recommended by staff (\$4,686,583), a commitment of \$400,000\*\* additional be made for validation contract research and that funds be allotted for out-of-state travel and that staff has the authority to readjust the other proposed Budget Change Proposals to carry out these provisos.

\*\*Note: The \$400,000 referred to here is now reflected in the BCP for Technical Job-Specific Training Curriculum Development.

# ESTIMATED PEACE OFFICERS' TRAINING FUND CONDITION

	1979-80	1980-81	1981-82
Accumulated surplus, July 1	\$ 2,852,564	\$ 4,991,739	\$ 3,101,464
Prior year adjustment	<u>111,897</u>	<u>-</u>	<u>-</u>
Accumulated surplus, adjusted	\$ 2,964,461	\$ 4,991,739	\$ 3,101,464
Revenues:			
Penalties on criminal fines	\$ 5,094,182	\$ 5,472,096	\$ 5,472,096
Penalties on traffic fines	10,214,477	10,972,239	10,972,239
Income from surplus money invest. fund	672,724	722,630	722,630
Miscellaneous	<u>30,754</u>	<u>33,035</u>	<u>2,033,035</u>
Totals, Revenues	<u>\$16,012,137</u>	<u>\$17,200,000</u>	<u>\$19,200,000</u>
Totals, Resources	\$18,976,598	\$22,191,739	\$22,301,464
Expenditures:			
Comm. on Peace Off. Stds. & Trng.	\$ 2,353,619	\$ 3,036,661	\$ 3,106,957* (1)
Aid to Cities and Counties	<u>11,631,240</u>	<u>16,053,614</u>	<u>12,553,614*</u> (2)
Totals, Expenditures	<u>\$13,984,859</u>	<u>\$19,090,275</u>	<u>\$15,660,571*</u> (3)
Accumulated surplus, June 30	\$ 4,991,739	\$ 3,101,464	\$ 6,640,893* (4)
Surplus available for appropriation	4,991,739	3,101,464	6,640,893* (5)

\*These figures Do Not Include The BCP's Listed Below:

o Add BCP For Research & Evaluation:	320,000	\$ 3,426,957	(1)
o Add BCP for Aid to Cities & Counties:	3,316,583	<u>15,870,197</u>	(2)
o Totals, Expenditures:		<u>\$19,297,154</u>	(3)
o Accumulated Surplus, June 30:		3,004,310	(4)
o Surplus Available for Appropriation:		3,004,310	(5)

PROPOSED USE OF ADDITIONAL RESOURCES IN F.Y. '80/'81 FOR AID TO CITIES AND COUNTIES  
 RESULTING FROM APPROVAL OF SB 1447 AND BCP'S FOR '81/'82

	To Be Expended In F.Y. 80/81	Total Available	To Be Carried Forward To 81/81 F.Y. In BCP's
1. Approved reimb. budget as of July 1, 1980	\$ 12,553,614		
2. SB 1447 addition	<u>3,500,000</u>		
	16,053,614	\$ 16,053,614	
3. Previously approved training categories and amounts			
Basic	5,000,860		
Advanced Officer	1,246,772		
Supervisory	512,899		
Middle Management	314,517		
Executive Development	26,996		
Job Specific	2,005,643		
Technical	2,095,927		
Contracts and Letters of Agreement	<u>1,350,000</u>		
TOTAL	12,553,614	3,500,000	
4. Carry over of 1979/80 claims paid from 1980/81 budget (approximate)	1,400,000	2,100,000	
5. BCP #1 (BCEE)	350,000	1,750,000	\$ 50,251
6. BCP #2 (SCR 52, 832 PC)	50,000	1,700,000	-
7. BCP #5 (Exec/Mgmt. Trng.)	300,000	1,400,000	500,000
8. BCP #6 (Study of Computer Instruction)	50,000	1,350,000	-
9. BCP #7 (Curriculum)	300,000	1,050,000	450,000
10. Additional expenses for costs associated with projected contractual training	600,000	450,000	-
11. Motorcycle training	60,000	390,000	-
12. Instructional techniques, performance objectives & other new courses foreseeable	200,000	190,000	-
13. Uncommitted	<u>190,000</u>	0	
14. BCP #3 (per diem/travel cost increases)	0	0	1,052,526
15. BCP #4 (salary reimb. cost increases)	0	0	1,263,806
			<u>3,316,583</u>

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Specialized Training Funding Proposal</b>		Meeting Date <b>October 23, 1980</b>
Division <b>Operations</b>	Division/Director Approval <i>Donald W. Koch</i>	Researched By <b>Glen Fine/Jim Brown</b>
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval <b>10-10-80</b>	Date of Report <b>October 9, 1980</b>
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per detail) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).		

ISSUE

At the April 1980 Commission meeting, the Military Department (CSTI) presented a request for POST funding of their training program. That request was for approximately \$686,000 to present their certified training courses during the 80/81 fiscal year. The Commission approved the allocation of funds to cover one half of the request, and held for future consideration a decision on additional funding during the fiscal year. Staff was directed to submit CSTI's courses to presenters in the training delivery system in order that comparison could be made on the basis of cost, quality and overall effectiveness. That process has been completed.

BACKGROUND

The four major courses presented by CSTI were described and submitted to all known potential presenters with an invitation to request certification. Those four major courses are (1) Civil Emergency Management, (2) Terrorism Management, (3) Contingency Planning for Hazardous Materials, and (4) Officer Safety/Field Tactics (Officer Survival).

Summary of certification requests received and annualized fiscal impacts of proposals are as follows:

Officer Safety/Field Tactics Course

<u>Presenters</u>	<u>Annualized Number of Students</u>	<u>Annualized Presentation Costs</u>	<u>Annualized Reimbursement Costs</u>	<u>Annualized Total</u>	<u>Costs Per Student</u>
CSTI	1,260	\$252,000	\$325,000	\$577,000	\$458
LERA	700	143,000	47,000	190,000	272
Community Colleges	300	0	14,000	14,000	47

Utilize reverse side if needed

Agenda Item Summary Sheet  
Specialized Training Funding  
Proposal

-2-

<u>Presenter</u>	<u>Annualized Number of Students</u>	<u>Annualized Presentation Costs</u>	<u>Annualized Reimbursement Costs</u>	<u>Annualized Total</u>	<u>Costs Per Student</u>
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Civil Emergency Management Course

CSTI	300	\$ 81,816	\$ 77,000	\$158,816	\$529
Community Colleges	180	0	8,280	8,280	46

Terrorism Management Course

CSTI (10-hr. live- in course)	280	\$ 70,000	\$ 72,000	\$142,000	\$507
CSTI (24-hr. out- reach seminar)	240	24,000	6,600	30,600	127

Hazardous Materials Command Course

CSTI (5-day course)	240	\$ 54,544	\$ 61,900	\$116,444	\$485
Community Colleges (all colleges propose a 3-day course)	260	0	7,200	7,200	28

Modular Out-Reach Training

As extracted subjects from the Office Safety/Field Tactics course, these training subjects, Street Gangs, Officer Safety/Field Tactics "mini" course, PCP, and Arrest and Control Techniques, were not included in the Invitation to Request Certification process. The Department of Justice, which presents a similar out-reach program with POST funding, has requested certification of two seminars:

PCP - 8 hours

Street Gangs - 24 hours

Reimbursement costs for DOJ and CSTI presented seminars would be similar. For these two seminars their cost per single presentation would compare as follows:

	<u>Street Gangs</u>	<u>PCP</u>
CSTI	\$2,000	\$2,000
DOJ	2,675*	1,111

For a general summary of results and analysis of the Invitation to Request Certification process, please see Attachment A.

The Military Department's proposal to continue presentation of CSTI courses is described in Attachment B.

A chart summarizing those responding to and presenting courses subject to this report is found as Attachment C.

\* This is proposed cost of a 3-day seminar. All other figures are for one day seminars.

Special Considerations

The CSTI proposal is based upon separate budgets for the separate courses with varying presentation costs for each course. The overall POST funding request is \$296,952 plus approval to collect \$112,000 for six (6) months funding (see Attachment B).

Special considerations in this overall proposal are:

1. CSTI's proposal is based upon its need to generate funds to sustain its overall budget. Salary costs for its present instructional staff are ongoing. When not actually instructing classes, they are engaged in planning, development, course maintenance and other activities.

Course budgets submitted by CSTI contain substantially more hours of instructor time (as team teaching) devoted to each course than are actually provided as direct instruction. The POST tuition guidelines for instruction include:

Instruction: Up to \$25 per hour for each certified hour of instruction per instructor. It is expected that fringe benefits and instructor preparation will be included in this amount.

Normally, only one instructor per certified hour will be approved; however, team teaching may be approved by staff if deemed necessary.

The CSTI budgets do not comply with those guidelines and staff is uncertain as to how non-teaching time shown in this category is actually allocated. The Commission should be aware of this and should be aware that approval of the proposal amounts to generally underwriting the CSTI organizational budget rather than approval of course budgets.

2. While the overall proposal is for \$296,952, CSTI's ability to deliver the specified 58,960 training hours is believed predicated upon their ability to charge and retain tuition for non-reimbursable trainees. Their summary of costs includes tuition income of \$112,000 for 28,400 additional training hours. Those charged tuition would be specialized agency peace officers, out-of-state peace officers and various civilians.

Commission policy approved in April 1980 requires that tuition monies collected by a contract presenter be reverted to POST. The Executive Director was delegated authority to exempt presenters from this policy.

Alternatives

- a. Decline to waive this policy in the event that CSTI is granted a new Inter-Agency Agreement. The amount of money expected to be generated is substantial (\$112,000). In the event that a new agreement is approved by the Commission, an agreed-upon actual cost to present the courses should be established, then reduced by collection of appropriate tuitions from non-reimbursable trainees.
- b. Continue to waive the policy in the event the Commission approves a new Inter-Agency Agreement with CSTI. If the policy is applied and POST pays the full cost of presentation by CSTI, overall cost to POST could be higher.
- c. Establish a specific policy for CSTI in the event the Commission approves a new Inter-Agency Agreement, and require that all trainees (including POST reimbursable trainees) pay a tuition. A "cost sharing" policy could be established where POST would reimburse for travel and per diem costs and all user agencies would absorb the entire tuition cost or a portion thereof.

SUMMARY ANALYSIS

Staff believes that greatest need for CSTI courses are in those areas where military and local law enforcement overlap. Need exists today and will continue for training courses that prepare law enforcement personnel to deal with cataclysmic events. The Military Department is well suited by its own mission to present training in such areas as:

1. Civil Emergency Management
2. Civil Disorder Management
3. Disaster Management
4. Terrorism Management

CSTI is also demonstrably capable of presenting training in other areas. However, training in those other areas can be met by other presenters at considerably less cost to the POT Fund.



Potential for providing training at lesser cost is more apparent in the examination of Officer Safety/Field Tactics training presented by CSTI. In this area \$125,999 is proposed (for the six month period and not counting tuition revenue) for the 5-day course and \$42,000 (for the six month period and not counting tuition revenue) for modular out-reach training. This totals to \$167,999 in presentation costs. Extended to a full year, that represents \$335,998 annual outlay for training that could be presented by community colleges at no cost to POST. Locally based training would also save the bulk of the estimated \$325,000 (annualized) reimbursement costs associated with CSTI's 5-day Officer Safety/Field Tactics Course. It would appear that a minimum of \$500,000 per year can be saved by shifting this training to local community college programs.

The response of community colleges to the Invitation to Request Certification process demonstrates potential of shifting this training. With coordination by staff, effective training courses that encompass the full Officer Safety/Field Tactics Course as well as the related modular training might be certified appropriate to need throughout the state. Such a shift of training would also make the training available to greater numbers of officers.

Staff suggests that the Commission consider as a matter of policy that POST funded training by CSTI concentrate in the area of disaster and disorder management. Consistent with such a policy, staff believes that all community college requests for Officer Safety/Field Tactics courses received during the Invitation to Request Certification process should be accepted and certified. Complete development and presentation of those courses, as well as stimulation by staff of additional courses in those areas will assist in a shift of such training from CSTI to community college presenters. It is envisioned that this shift will be done over time on a planned basis consistent with continued positive response from community colleges and consistent with anticipated quality of such training. Other options to control costs, such as training of trainers and supervisors will be considered as circumstances dictate.

Hazardous Materials training, because of the developing training program of the State Fire Marshal, represents an area where most training needs will be met through other resources. The CSTI Contingency Planning for Hazardous Materials Course is a worthwhile adjunct to planned familiarization training by the State Fire Marshal. Staff believes, however, that POST funding of this course should be terminated for the following reasons:

1. The high cost of the course. Termination would save a projected \$54,000 annual presentation cost and a like amount in reimbursements.

2. The course is by design of primary benefit to fire department personnel.
3. An assumption that law enforcement command personnel can function effectively in hazardous materials emergencies based upon familiarization training and general training received otherwise for handling emergencies.
4. Response to invitation by community colleges indicates capability to present this training on a local basis with no presentation costs to POST.

The three community college proposals for hazardous materials courses appear well conceived. If they are certified the only costs to POST will be minimal travel and per diem for reimbursable law enforcement officers. Their proposals indicate a local need that may not be fulfilled by the CSTI course.

The CSTI hazardous materials course has broad-based support from non-law enforcement agencies; and could likely be sustained by CSTI as a non-certified course presented on a tuition basis.

#### Recommendations

1. Adopt a policy position that any future role of the California Specialized Training Institute in presenting POST-funded training be restricted to those areas of disaster management, civil emergency and disorder management, terrorism management or training otherwise as it appropriately relates to a police-military-civilian authority training situation.
2. Consistent with policy embodied in Recommendation #1, authorize the Executive Director to negotiate and sign an Inter-Agency Agreement with the Military Department for presentation of POST courses at CSTI emphasizing civil and natural disaster preparedness and prevention and related areas as appropriate. The contract should include Officer Safety/Field Tactics training but with the object of eventually phasing this training out of CSTI's curriculum. Hazardous materials training should not be included in the contract. The term of the contract is a six month period from January 1, 1981 to July 1, 1981, and the amount is not to exceed the overall presentation cost of \$296,952 shown in CSTI's proposal.

Invitation to Request CertificationReview of Process and Results

Descriptions of the four primary courses presented by CSTI (Officer Survival [retitled Officer Safety/Field Tactics], Hazardous Materials, Terrorism Management and Civil Emergency Management), were prepared and sent with letters of invitation to all current presenters of POST certified courses, all community colleges, all 4-year colleges and universities, and all individuals and firms who expressed interest in receiving such invitations. These invitations were distributed in mid-August with response from interested parties requested by September 19, 1980.

The following certification requests, in addition to CSTI's overall proposal, have been received.

Officer Safety/Field Tactics	5 from community colleges 1 from private vendor
Civil Emergency Management	2 from community colleges
Terrorism Management	1 from community college
Hazardous Materials	3 from community colleges
Related Modular Outreach Training	1 (PCP & Street Gangs) from DOJ

Additional community colleges have expressed interest (primarily in Officer Safety/Field Tactics training) and additional certification requests may be received.

Some of the courses are already certified to other presenters (Officer Safety [two presenters], Terrorism [DOJ], Modular - Officer Safety, Arrest/Control Techniques [DOJ]). See attached chart for identification of presenters and courses.

ANALYSIS

The purpose of this process was to determine interest and capability of presenters in the training delivery system; and to enable a comparison between CSTI presented courses and potential similar courses on the basis of such factors as cost, course quality and overall effectiveness.

### Course Quality

Course quality has been identified as the issue of paramount concern by administrators supporting continuation of CSTI courses. CSTI has stressed its willingness to present only "high quality" courses. Staff has monitored some CSTI courses and reviewed evaluations on an on-going basis. Staff believes that CSTI courses are of high quality. CSTI's facility and attention to course administration create a climate highly conducive to learning. Methodology and training aids are excellent. A high degree of student satisfaction with the training experience is produced. Based upon these objective criteria, few presenters could surpass CSTI's quality. It must be observed, however, that few presenters of POST certified courses have had a comparable level of financial resources available.

Other presenters can and do present high quality training. Most of those who submitted certification requests pursuant to this process are already respected presenters of POST certified courses. They have demonstrated ability to deliver effective training.

### Comparison of Proposals

#### Officer Safety/Field Tactics

CSTI is a statewide presenter of this course.

The only certification request received that would compete on a statewide basis is that from Law Enforcement Research Associates, a private firm. Their maximum volume would be approximately 700 students per year (CSTI's request is for 630 students during a six month period. Annualized, that would represent a volume of 1,260).

The four community college proposals represent a potential volume of approximately 300 additional trainees per year.

Collectively, these proposals could represent a training volume that approximates the number that CSTI has trained on an annual basis.

The proposed community college courses have not previously been presented. Each presenter appears capable of presenting a quality course.

The Law Enforcement Research Associates (LERA) course has been presented for some time, primarily outside the State of California. Staff has not monitored the course, but favorable critiques have been received from California officers; and several letters of endorsement have been received. Endorsements include those of three police chiefs.

LERA's proposal is for a 48-hour course (presented in four days with evening practical exercises). All other proposals are for 40-hour courses presented over five days.

Cost to POST for these courses would represent a substantial reduction based upon cost of CSTI's course. In the community college courses, there would be no cost to POST for presentation. The Law Enforcement Research Associates (LERA) course would cost \$4.27 per student hour of instruction as compared to a current cost of \$7.49 per hour and a proposed \$5.00 per hour at CSTI. The LERA course is presented on an out-reach basis only -- without a permanent site. Out-reach presentation would represent a savings in reimbursement costs. Savings of reimbursement monies would also accrue at community college based courses to the extent that they serve a local training population.

#### Alternatives

1. Continue to fund CSTI's course and reject other proposals.
2. Continue to fund CSTI's course and certify one or more of the proposed courses as well.
3. Certify the community college proposals only.
4. Certify the Law Enforcement Research Associates' course only.
5. Reject all proposals.

#### Comments

Officer Safety/Field Tactics is the area of CSTI's training program that impacts the largest trainee group. 2000+ trainees per year is a reasonable, perhaps conservative, estimate of potential volume.

#### Cost Analysis

If all of the proposed courses were certified, in addition to CSTI's course, the approximate annual potential costs could be:

	Annualized Presentation Costs	Annualized Reimbursement Costs	Annualized Total	Costs Per Trainee
CSTI (1,260 students)	\$252,000	\$325,000	\$577,000	\$458
LERA (700 students)	143,000	47,000*	190,000	272
Community Colleges (300 students)	<u>0</u>	<u>14,000*</u>	<u>14,000</u>	<u>47</u>
TOTAL	\$395,500	\$386,000	\$781,000	

This is also an area of training where instructional expertise is fairly widespread (or can be developed).

Local or regionally based training appears feasible, would give local administrators more choices for training courses, would make training conveniently available to more officers, and would reduce overall costs.

#### Civil Emergency Management

In addition to CSTI, two community colleges submitted proposals to present this course.

CSTI's course is more sophisticated in its practical exercise, and is of proven quality.

The community colleges are part of the Northern California Criminal Justice Training and Education System of five community colleges. The course could be certified to NCCJTES and presented at various locations in Northern California.

#### Alternatives

1. Continue to fund CSTI and reject other proposals.
2. Certify the community college proposal only.
3. Continue to fund CSTI and certify the college proposal as well.
4. Decline to certify any proposed courses.

\* Assumes commuter students only. An unknown percentage of students would likely still require live-in.

Cost Analysis

	<u>Annualized Presentation Costs</u>	<u>Annualized Reimbursement Costs</u>	<u>Annualized Total</u>	<u>Costs Per Trainee</u>
CSTI (300 students)	\$81,816	\$77,000	\$158,816	\$529
Community Colleges (180 students)	0	8,280*	8,280	46

Terrorism Management

In addition to CSTI, one community college has proposed to present this course.

The Department of Justice has indicated that it could increase presentations of its already certified Analysis of Urban Terrorist Activity course. The DOJ course is, however, oriented towards the working level officer trainee, while CSTI's course is oriented towards management level trainees.

The community college course is of unproven quality since it has not previously been presented. The college is a member of NCCJTES and the course could be presented at various Northern California locations.

Alternatives

1. Continue to fund CSTI and reject other proposals.
2. Certify the community college proposal only.
3. Continue to fund CSTI and certify the college proposal as well.
4. Decline to certify any courses.

Cost Analysis

	<u>Annualized Presentation Costs</u>	<u>Annualized Reimbursement Costs</u>	<u>Annualized Total</u>	<u>Costs Per Trainee</u>
CSTI (280 students) (40-hr. live-in course)	\$70,000	\$72,000	\$142,000	\$507
CSTI (240 students) (24-hr. out-reach seminar)	24,000	6,600*	30,600	127

\* Assumes all commuter students.

The community college proposal did not contain an estimate of student volume.

The display of CSTI costs does not include a proposed International Terrorism Seminar.

### Hazardous Materials

In addition to CSTI, three community colleges have requested certification of this course. One of the three has previously presented the course without certification.

The State Fire Marshal has been mandated by recent legislation to provide hazardous materials training for law enforcement officers (and others). \$340,000 has been appropriated for this purpose during the 80/81 fiscal year. Training that will be presented by the Fire Marshal's staff will not, however, include a hazardous materials emergency command course such as that presented by CSTI. Their training will be largely restricted to familiarization training.

Staff believes that law enforcement personnel who are familiar with hazardous materials (through training of the Fire Marshal or otherwise) can be prepared for their role in the handling of this type of emergency in courses that generally address management of disasters/emergencies. This course is designed principally for fire department command personnel.

### Alternatives

1. Continue to fund CSTI and reject other proposals.
2. Certify the community college proposal only.
3. Continue to fund CSTI and certify the college proposal as well.
4. Decline to certify any courses.

### Cost Analysis

	<u>Annualized Presentation Costs</u>	<u>Annualized Reimbursement Costs</u>	<u>Annualized Total</u>	<u>Costs Per Trainee</u>
CSTI (240 students) (5-day course)	\$54,544	\$61,900	\$116,444	\$485
Community College (260 students) (all colleges propose a 3-day course)	0	7,200*	7,200	28

\* Assumes all commuter students.



CSTI Modular Out-Reach Program\*

CSTI currently presents modular (8-hour blocks) training (as does DOJ) on:

PCP  
Street Gangs  
Arrest Control Techniques  
Officer Safety/Field Tactics

The Department of Justice has requested certification of a PCP module and a 24-hour street gangs seminar. DOJ is already certified for the other two modules (Officer Safety/Field Tactics and Arrest/Control Techniques), and has indicated that it could increase presentations.

Alternatives

1. Fund CSTI only in these two modular training areas.
2. Fund DOJ only in these areas.
3. Fund both DOJ and CSTI in these areas.
4. Decline to fund either CSTI or DOJ.
5. Defer this issue to staff study of overlap/compatibility of the two modular programs.

Cost Analysis

Reimbursement costs for DOJ and CSTI presented seminars would be similar. For these two seminars their cost per single presentation would compare as follows:

	<u>Street Gangs</u>	<u>PCP</u>
CSTI	\$2,000	\$2,000
DOJ	2,675**	1,111

\* Not part of Invitation to Request Certification process.

\*\* This is proposed cost of a 3-day seminar. All other figures are for 1-day seminars.

Military Department  
California Specialized Training Institute (CSTI)

In response to the Commission's Invitation to Request Certification, the Military Department (CSTI) has submitted requests for certification to offer 58,960 trainee hours in four subject matter areas under an interagency agreement of \$296,952, broken down as follows:

Civil Emergency Management Course		\$ 40,884
Contingency Planning for Hazardous Materials Course		\$ 27,272
Terrorism Management		
Course	\$ 35,000	
Seminar	12,000	
International Seminar	13,797	
	TOTAL	\$ 60,797
Officer Safety/Field Tactics		
Course	\$125,999	
Modular	42,000	
	TOTAL	\$167,000
	GRAND TOTAL	\$296,952

The training and the interagency agreement would be for the period January 1 - June 30, 1981. For detail by course, see Exhibit #1.

The proposed interagency agreement averages to \$5.04 per student hour. The current interagency agreement (July 1 - December 31, 1980) is for 46,224 POST trainee hours for \$343,842 at an average of \$7.49 per student hour. That reduction in cost per student hour is largely accounted for by CSTI's proposal to collect and retain \$112,000 in tuition monies from non-POST reimbursable trainees and a 27.5% increase in training hours. A letter requesting exemption from tuition reversion policy is attached as Exhibit #2.

CSTI projects 28,400 additional training hours for non-reimbursable trainees. Their overall planned program for the period January 1 - July 1, 1980 is:

58,960 reimbursable training at: \$296,952  
hours

28,400 non-reimbursable at: \$112,000  
training hours

TOTALS: 87,360 training hours at: \$408,952

The \$408,952 represents the majority of funds apparently required by CSTI to meet its fixed operating costs for the six month period. Their current six month budget is \$461,842. (See Exhibit #3).

That line item budget is the best source of CSTI costs and the most effective measure of per hour cost of presenting CSTI courses is their total operating budget divided by the number of training hours actually delivered.

Although CSTI has submitted a budget for each course category following the format of POST Tuition Guidelines, the total amounts are dictated by the necessity to cover the fixed costs of its present permanent staff. A summary of their proposal by budget categories is attached as Exhibit #4. To meet the constraints of the Tuition Guidelines, CSTI has assigned staff hours to "team teaching", "instructional hours", etc. CSTI does use team teaching techniques extensively. However, like all other full-time teaching/training institutions, CSTI staff is engaged in class preparations, course maintenance, course development, evaluations, travel, administration, etc. These activities probably occupy instructors' time in the ratio of 3 or 4:1 against actual classroom time.

The courses for which CSTI is seeking certification under inter-agency agreement for the second half of the fiscal year are currently being offered by them under interagency agreement for the first half of the fiscal year. Course curriculum, instructional staff, administrative procedures and course quality are generally satisfactory. Some difficulties were initially encountered in presenting a heavy schedule of modular training on an out-reach basis but these apparently have been resolved.

The training course "mix" prepared by CSTI is primarily based on CSTI's estimate of the number of trainees that departments are prepared to send to each category of class.

# STATISTICAL COST SUMMARY

	POST	Relm.	Trainee Hours	Cost per Course	Instruct- tor hrs/ Class	Traimees per Class	Hourly Cost	Cost per Present-tation	# of Present-tations	# of Hours
Officer Safety and Field Tactics Course (CSTI)			25,200	\$125,999	236	45	\$5.00	\$9,000	14	40
*Modular Training (Out-reach)										
Gangs Module			3,360	\$14,000	26	60	\$4.17	\$2,000	7	8
Officer Safety and Field Tactics Module			1,760	\$ 8,000	26	55	\$4.55	\$2,000	4	8
PCP Module			1,920	\$ 8,000	26	60	\$4.17	\$2,000	4	8
Arrest & Control Techniques Module			2,640	\$12,000	26	55	\$4.55	\$2,000	6	8
Terrorism Management Course (CSTI)			5,600	\$35,000	168	35	\$6.25	\$8,750	4	40
Terrorism Management Seminar (Out-reach)			2,880	\$12,000	84	60	\$4.17	\$6,000	2	24
International Terrorism Seminar (Out-reach)			2,400	\$13,797	78	100	\$5.27	\$13,797	1	24
Civil Emergency Management Course (CSTI)			7,920	\$40,884	153	30	\$5.16	\$6,814	6	44
Contingency Planning for Hazardous Materials(CS)			5,280	\$27,272	153	30	\$7.16	\$6,818	4	44
TOTAL			58,960	\$296,952						

## CALIFORNIA SPECIALIZED TRAINING INSTITUTE

Post Office Box C  
SAN LUIS OBISPO, CA 93406  
(805) 544-7101



23 September 1980

Mr. Glen Fine  
Commission on Peace Officers  
Standards and Training  
7100 Bowling Drive  
Sacramento, CA 95821

Dear Mr. Fine: ✓

We request renewal of the previously approved exception from POST tuition reimbursement policy. Tuition for CSTI courses has been identified as a critical source of income, designed primarily to cover administrative charges, facility fees and utilities.

Tuition income has been increasing in direct proportion to CSTI marketing efforts. These funds are administered in accordance with the State Administrative Manual by the Comptroller, State Military Department. In accordance with previous agreements, the amounts of tuition income from POST-certified courses will be routinely reported to POST.

Sincerely,

FOR THE COMMANDER:

L.O. GIUFFRIDA  
Director

LOG:pas

SEP 29 9 49 AM '80  
COMMISSION ON POST

## CSTI BUDGET

1 Jul 80 - 31 Dec 80

INCOME

POST	\$343,842
OCJP	\$ 97,000
Tuition	\$ 21,000
Total	<u>\$461,842</u>

EXPENDITURES

Personal Services	\$233,777
Benefits	\$ 70,133
Sub-Total	<u>\$303,910</u>

Utilities	\$ 11,500
Alterations & Maint.	900
Equipment Repair & Rental	4,570
Maintenance	2,811
Supply & Stationary	6,618
Conference	300
Printing	200
Telephone & Postage	6,860
Tolls & M.U.	4,500
Travel-in-State	6,552
Travel Out-of-State	800
Consultant Services & Travel	8,725
Auto Operation	5,729
Equipment Purchase	1,778
Reserve	49,854
Indirect Cost POST 13.77%	41,616
Indirect Cost OCJP 5%	4,619
Sub-Total	<u>\$157,932</u>

Total	<u>\$461,842</u>
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## COURSE BUDGET

STATE OF CALIFORNIA  
 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
 7100 BOWLING DRIVE, SUITE 250 SACRAMENTO, CALIFORNIA 95823

1. AGENCY SUBMITTING BUDGET

California Specialized Training Institute

2. P.O.S.T. COURSE CATEGORY

3. COURSE  
CERT. NO.

4. COURSE TITLE

Officer Safety, Terrorism, Emergency Management and Hazardous Materials

## SUMMARY

## BUDGET CATEGORIES

1 January - 30 June 1980 - SUMMARY

## COSTS

SUBTOTAL

TOTAL

## DIRECT COSTS

## A. SERVICES

(1) INSTRUCTION

163960

(2) COORDINATION

6581

(3) CLERICAL

21440

(4) PRINTING/REPRODUCTION

5850

## TOTAL SERVICES

197831

## B. SUPPLIES

(1) BOOKS/PAMPHLETS/HANDOUTS

6650

(2) CERTIFICATES

2550

(3) NOTEBOOKS

10700

(4) PAPER/OFFICE SUPPLIES

5350

## TOTAL SUPPLIES

25250

## C. EQUIPMENT

5800

## D. TRAVEL

(1) COORDINATOR

9617

(2) INSTRUCTORS

19419

## TOTAL TRAVEL

29036

## E. MISCELLANEOUS

302

## TOTAL DIRECT COSTS

258219

INDIRECT COSTS (DEPARTMENT OF HEALTH, EDUCATION AND WELFARE AUDITED RATE OR 15%)

38733

## TOTAL ALL COSTS

296952

6. NAME AND TITLE OF PERSON SUBMITTING BUDGET

7. DATE SUBMITTED

8. SIGNATURE OF P.O.S.T. STAFF MEMBER REVIEWING BUDGET

9. DATE REVIEWED

[illegible]



## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>TRAINING NEEDS ASSESSMENT</b>		Meeting Date October 23-24, 1980
Division Executive Office	Division Director Approval	Researched By Hal Snow <i>Hal</i>
Executive Director Approval <i>William C. Behm</i>	Date of Approval 10-10-80	Date of Report October 1, 1980
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

**ISSUE:** This is a preliminary report on the results of the "POST Survey Concerning Law Enforcement Training".

**BACKGROUND:** At the Commission's April 24-25, 1980 meeting, approval was given for staff to proceed with the Training Needs Assessment as the first step in the implementation of the POST Resources Management System. Training Needs Assessment has been determined to be an ongoing process. As an initial effort, the attached "POST Survey Concerning Law Enforcement Training" was distributed October 3, 1980 to all department heads of police and sheriffs departments and State College/University Police departments.

**ANALYSIS:** The survey is divided into two sections: Section I (blue pages) requests responses to statements on POST reimbursement/training policies and Section II (white pages) requests specific information on law enforcement agency manpower assignments and training needs. The survey has been reviewed by representatives of the California Police Chiefs' Association and California Peace Officers' Association, POST Advisory Committee and the Commission's Long-Range Planning Committee. The survey was field tested with several law enforcement agency training managers.

The survey's return response date is October 15; however, it is expected follow-up will be needed to obtain a 100% response rate by November 1. Preliminary results will be presented to the Commission at its October 23-24 meeting.

During November-December 1980, all police chiefs, sheriffs, training managers, and certified course presenters will be invited to review and discuss the results of the survey in a series of one-day regional conferences. A final report on the survey and conferences will be presented to the Commission at its January 1981 meeting.

**RECOMMENDATIONS:** None

Attachment

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title Management and Administration of Reading & Writing Tests		Meeting Date October 23-24, 1980
Division	Division Director Approval <i>John M. Kohls</i>	Researched By John Kohls
Executive Director Approval <i>Memorandum Boehm</i>	Date of Approval 10-10-80	Date of Report 10/9/88
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page ____).		

1. ISSUE

How shall the reading and writing tests, soon to be completed by the Research and Evaluation Bureau, be made available to the field?

2. BACKGROUND

The Research and Evaluation Bureau will soon complete the work associated with the development and validation of the POST reading and writing tests. The tests are designed to be used by local agencies as part of their entry-level patrol officer screening process. A decision is now required concerning how the tests will be made available to local agencies.

3. ANALYSIS

To be effective, the testing program must satisfy the following criteria:

- (1) the security of the tests must be maintained
- (2) test results must be monitored and analyzed to verify that the tests are achieving the desired outcomes
- (3) maintenance activities (e.g. periodic development of alternate forms) must be performed on a timely basis
- (4) the costs to local agencies for the test use must be acceptably low

Satisfying these criteria requires centralized control of the testing program. Centralized test management involves: (1) scheduling of examinations, (2) duplication of tests and test booklets, (3) distribution of the tests for use, (4) proctoring of tests, (5) scoring of tests, (6) record keeping, (7) data analysis and interpretation, and (8) generation of new alternate test forms when necessary.

With regard to publishing and managing the testing program, staff explored two alternatives which met the criteria stated above: (1) POST could publish and manage the test program or (2) POST could arrange to have the test program published and managed by entering into an inter-agency agreement with the State Personnel Board's Cooperative Personnel Services (CPS). CPS was set up over 30 years ago to provide such test program services to local governmental entities and has considerable experience and expertise.

At our request, Cooperative Personnel Services has proposed several alternative procedures with related cost estimates for providing our tests to the field. (See Attachments A and B) The first alternative calls for CPS to coordinate the testing program with the local agency, schedule the examination, print and distribute the job announcement, print the test booklets (which incidentally can only be used once since they are written-in by the test takers), distribute the tests, provide the test proctors for the administration of the test, score the tests and prepare a computer tape which contains data collected.

CPS has proposed two additional, less comprehensive alternatives. This information is provided in Attachments A and B.

It is doubtful that POST could provide these test program services as effectively, efficiently and inexpensively as CPS. POST would have to hire new employees and train them, purchase new equipment, and secure additional office space. Even with the newly acquired capability, POST would not be faced with sufficient test volume to operate with optimal efficiency. Finally, if POST staff were to provide this service, the result would be an increase in our administrative budget and a reduction in the aid to local government budget.

#### 4. RECOMMENDATION

Enter into an inter-agency no-cost-to-POST agreement with Cooperative Personnel Services to provide the POST developed reading and writing tests to local government.

PROCEDURE 1: CPS conducts entire examination.

A. Scheduling

1. CPS will interact with the agency
2. CPS will schedule examination
3. CPS will print and distribute job announcement bulletin  
(POST will write the bulletin)

B. Duplication

1. Test booklets will be printed by CPS (It should be noted that since candidates write in the booklet, they are used only once.)

C. Distribution

1. Tests will be distributed by CPS

D. Proctoring

1. Test administration will be proctored by CPS (POST will provide proctors instructions.)

E. Scoring

1. Test will be scored by CPS
  - a. Cloze test requires approximately 20 minutes per test.
  - b. Demographic information and written test can be machine scored.

F. Record Keeping

1. All test results will be sent by CPS to data center to be filed on a computer tape.
2. All documents are filed by CPS.
3. Test booklets must be either:
  - a. Returned to agency
  - b. Stored

Attachment 17

PROCEDURE 2: CPS conducts all test components but scoring.

A, B, C, and D are the same.

E. Scoring

1. Agency will score tests
2. Agency will code tests
3. Agency will send CPS copies of coded results

F. Record Keeping

1. Agency will send CPS test results and CPS enters those results on the computer file.
2. CPS will file all documents.

PROCEDURE 3: CPS provides agency with bulletins and tests; CPS provides record keeping function.

A. Scheduling

1. Agency schedules own exam
2. Agency distributes bulletins (CPS prints bulletins and releases them to agency on request.)

B. Duplication

1. Test booklets will be printed by CPS

C. Distribution

1. Tests will be sent by CPS to agency upon request by agency

D. Proctoring

1. Test will be proctored by agency

E. Scoring

1. Scoring will be done by agency

F. Record Keeping

1. Test results will be sent to CPS where they will be entered into a computer file
2. Documents will be filed

1 - 10 candidates

CPS SCORESHours

.50	Scheduling
2.00	Bulletin Preparation and Distribution
.50	Duplicate bulletin
1.25	Room/Proctor Arrangements, process payment
.50	Duplicate, assemble and ship
.50	Record Keeping
.50	Agency interaction
<u>3.50</u>	<u>Scoring</u>

10.25 hours

10.25 hours x \$18.75 = \$192.19

Direct Costs

Postage \$26.40

UPS 3.14

Proctor 23.08

Site 50.00

102.62

\$192.19  
+ 102.62

\$294.81 for 1 - 10 candidates

11 or more candidates:

\$3.65 a candidate

Attachment B

# P. O. S. T. POLICE ENTRY EXAMINATION

Process # 2

1 - 10 candidates

## Agency Scores

### Hours

.50	Scheduling
2.00	Bulletin Preparation and Distribution
.50	Duplicate bulletin
1.25	Room/Proctor Arrangements, process payment
1.50	Duplicate, assemble and ship
.50	Record Keeping
<u>.50</u>	<u>Agency interaction</u>
6.75	

$$6.75 \text{ hours} \times \$18.75 = \$126.56$$

### Direct Costs

Postage	\$26.40
UPS	3.14
Proctor	23.08
Site	<u>50.00</u>
	102.62

\$126.56
+ 102.62
<u>\$229.18</u>

for 1 - 10 candidates

11 or more candidates:

\$ .31 a candidate



Process # 3

1 - 10 candidates

Hours

.50 Scheduling  
2.00 Bulletin Preparation and Distribution  
.50 Duplicate bulletin  
.50 Duplicate, assemble and ship  
.50 Agency interaction  
.50 Record Keeping  
4.50 hours

4.50 hours x \$18.75 = \$84.37

\$ 84.37

+ 29.54

Direct Costs

Postage \$26.40

UPS 3.14

29.54

\$132.93 for 1 - 10 candidates

11 or more candidates:

\$ .31 a candidate

# Memorandum

To : Chairman and Members of the Commission

Date : October 10, 1980

  
From : Jake Jackson, Chairman  
Commission on Peace Officer Standards and Training  
Organizational Survey Committee

Subject: POST ORGANIZATION CHANGES

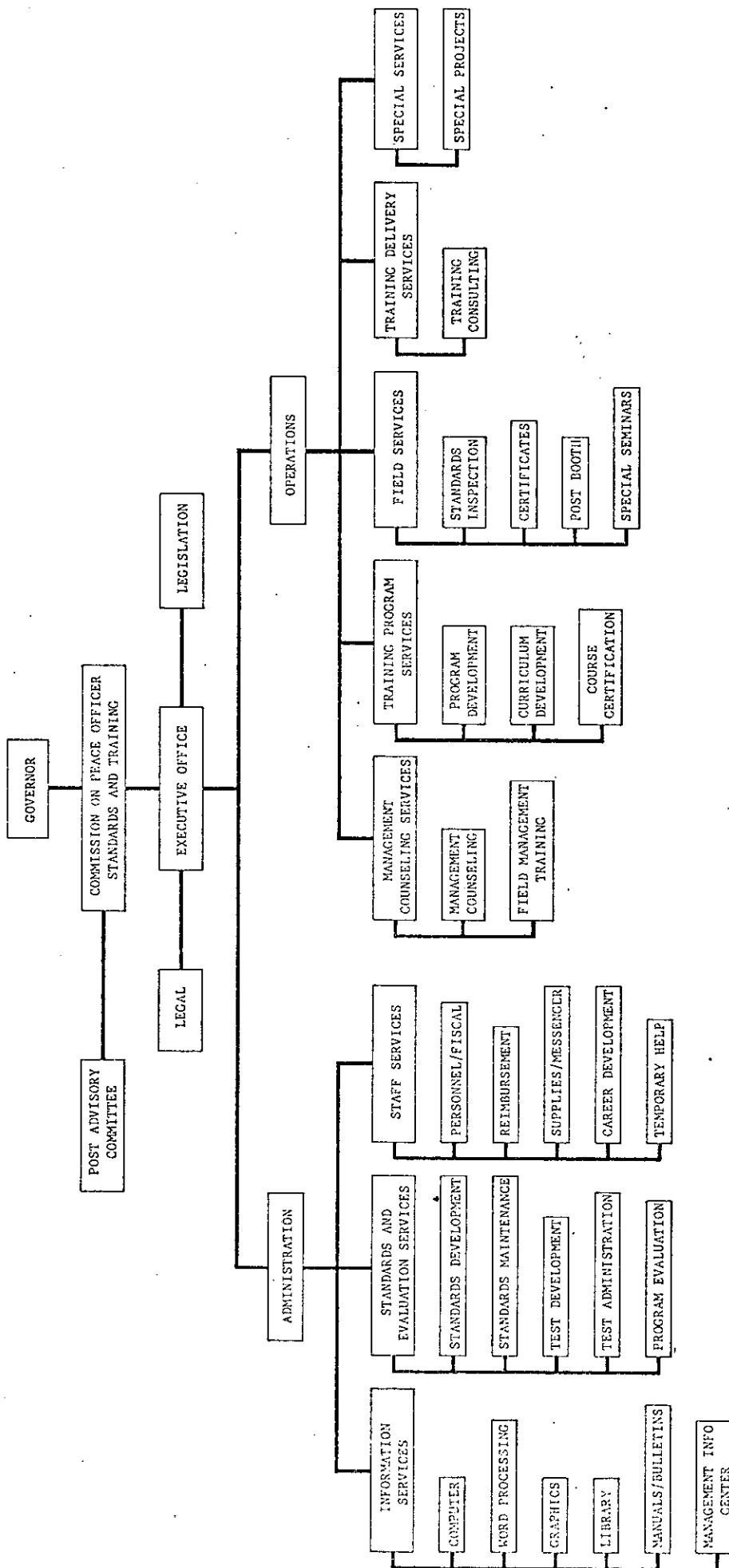
The Chairman and members of the Organizational Survey Committee have reviewed and approved the concepts leading to a restructuring of the POST organization. The guiding principles included the need to assure

- 1) that the organization structure focuses specifically on accomplishing POST's mission,
- 2) that the structure favors implementation of the POST resource management system,
- 3) that communication be enhanced, and
- 4) that management responsibility be identified.

The new organization features eight services each headed by a Bureau Chief. This structure gives institutional status to the key POST activities and fixes responsibility for them. The Executive Director, Directors, and Bureau Chiefs comprise the POST management team. Communications will be facilitated through the management team concept.

The organizational review was conducted out of the Executive Office and included diagnostic interviews, a survey of all POST staff, and a Team Building Workshop. The new organizational structure meets the requirements of the State Personnel Board and is consistent within POST's present budget, adding no new positions.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
FUNCTIONAL CHART



# STATUS OF PENDING LEGISLATION OF INTEREST TO POST

## ACTIVE \*

<u>Bill/Author</u>	<u>Subject</u>	<u>Commission Position</u>	<u>Status</u>
SB 468 (Dills)	Motorcycle and Motorized Bicycle Rider Training: Funding and Penalty Assessments - creates new special fund	Watch	Vetoed by Governor
SB 862	Sexual Assault Training - Investigative Specialists to Attend	Watch	Passed
AB 1310 (Young)	Selection and Training - POST to develop job-related education and selection standards	Watch	Passed
SB 1428 (Presley)	POST Fund Increase - Adds 5% of Vehicle Code Penalty Assessment to POST Fund for one year. - Adds Community College police to POST program	Support	Passed
AB 3217 (Nolan)	Reserve Officers - Expanded powers and training	Watch	Passed

\*Active means the Commission has or may take an official position.

# STATUS OF PENDING LEGISLATION OF INTEREST TO POST

## INFORMATIONAL \*

<u>Bill/Author</u>	<u>Subject</u>	<u>Status</u>
SB 125 (Garamendi)	First Aid/CPR Program	Passed
AB 1265 (Mangers)	Driver Training - Study to be completed - Current program extended to 1985	Vetoed
SB 1447 (Presley)	Peace Officers: Classification - Provides \$3.5 from POTF to current POST budget	Passed
AB 1813 (Kapiloff)	Court Reduction of Charges - Allows court to reduce certain misdemeanors to infractions	Passed
SB 1818 (Sieroty)	Less Lethal Weapons - Use of by Police Officers	Passed
AB 3296 (Rogers)	Corrections Standards and Training Program - Technical amendments	Passed

\*Informational means the Commission will take no official position.

**Memorandum**

: Commissioners

Date : October 9, 1980

*Norman C. Boehm*

Norman Boehm, Executive Director

From : **Commission on Peace Officer Standards and Training**Subject: **POST FUNDING****BACKGROUND**

With the passage of SB 1428 during the 1980 legislative session, the percentage of monies allocated to the Peace Officer Training Fund (POTF) from the Assessment Fund will be increased from 28.96% to 33.03% for one year beginning January 1, 1981. If no further legislation is passed, the percentage allocation to POST will revert to 28.96% on January 1, 1982. The approximate 5% increase for one year will generate about \$2 million in additional monies for the POST program.

According to the California Peace Officers' Association, the sponsors of SB 1428, the original intent of the bill was to permanently increase the POST share of the Assessment Fund by approximately 10%. The bill was amended during a legislative committee hearing to limit the increase to 5% for the one year period. This action was taken by the author in an attempt to satisfy the concerns of educators, who were opposed to the further diversion of monies originally intended for the high school driver training program. The bill was passed out of the legislature and signed by the Governor over the continued objections of this group.

Without further legislative action during 1981, the 5% temporary increase in POTF revenues will cease on December 31, 1981. Law enforcement groups have indicated an interest in seeking new legislation to continue the 5% increase indefinitely if the Commission feels such a proposal could be supported. A second alternative could be to seek reinstatement of the full 10% figure used in SB 1428, assuming that such an increase could be justified.

**ANALYSIS**

There is no doubt the Peace Officer Training Fund (POTF) could make good use of a permanent 5 or 10% increase in revenues. The maintenance of current programs at an acceptable reimbursement and quality level and the appropriate addressing of recent legislative mandates could utilize most of the monies generated by such increases. Justification of such expanded funding would pose no particular problem.

On the other hand, there is good reason to believe that the state administration would appose any further diversion of driver training monies to POST at this time. In a recent veto message on AB 1265 (a bill to extend the sunset date of the driver training program) the Governor indicated that he foresaw other higher priority uses for these funds. It is obvious from his remarks that the 1981 legislative session is going to have real money problems.

Because a dual attempt to add an additional 5% increase to the 5% increase (10% total) granted this year and to extend this income level indefinitely could ultimately result in the loss of both objectives, it would appear that the Commission should restrict its support of 1981 legislation to those bills that seek to make permanent the 5% increase granted in SB 1428.

#### COMMENTS

Because the monies generated by SB 1428 will be needed on a continuing basis to ensure POST meets its commitments to law enforcement and the legislature, it is felt the Commission should support any legislation which seeks to address this issue.

#### RECOMMENDATION

The Commission support legislation to make permanent the 5% revenue increase granted by SB 1428.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>ADVISORY COMMITTEE MEMBERSHIP</b>		Meeting Date <b>October 23-24, 1980</b>
Division <b>Executive</b>	Division Director Approval <i>[Signature]</i>	Researched By <b>R. T. Allen</b>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>8 October 1980</b>	Date of Report <b>September 19, 1980</b>
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).		

ISSUE

Is the Advisory Committee currently representative of our law enforcement community?

BACKGROUND

The Commission, at the July 1980 meeting, asked the Advisory Committee members to review the present makeup of the Advisory Committee, specifically, to address the following questions; and, then report their recommendations to the Commission at the October 23, 1980 Commission meeting:

- Is the Advisory Committee adequately and properly constituted?
- Is labor adequately represented by PORAC?
- Is there representation from all segments that should be represented?
- Should the size of the Advisory Committee be changed?

ANALYSIS

The Advisory Committee Chairman, speaking for the Advisory Committee, indicated there is a need and a desire to obtain additional information that could result from the Advisory Committee's attendance at the Symposium on Professional Issues conducted in Sacramento and the subsequent input from the chronicle to be prepared after the Symposium. The Chairman felt this information would have direct impact on the Committee's decision and should be discussed at the December 16, 1980 Advisory meeting before a final recommendation is made to the Commission.

RECOMMENDATION

The Advisory Committee Chairman make a report of recommendation to the Commission at the January 29, 1981 Commission meeting.



## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

BOWLING DRIVE, SUITE 250  
SACRAMENTO 95823EXECUTIVE OFFICE  
General Administration  
(916) 445-4515OPERATIONS DIVISION  
Standards and Training  
Management Counseling  
(916) 445-0345ADMINISTRATION DIVISION  
Administration  
(916) 322-2235  
Center for Police Management  
(916) 445-4515  
Certified Course Records  
(916) 322-2180  
Professional Certificates  
(916) 322-2237  
Reimbursements  
(916) 322-2238  
Resource Library  
(916) 445-4515  
Standards Validation Unit  
(916) 322-3492

September 19, 1980

Norman C. Boehm  
Executive Director  
Commission on POST  
7100 Bowling Drive  
Sacramento, CA 95823

Dear Norm:

At the July 1980 Commission meeting, the POST Advisory Committee was asked to review the present makeup of the Advisory Committee. The Commission Chairman received communication from the California Organization of Police and Sheriffs (COPS) asking that a member be assigned to the POST Advisory Committee.

The Commission asked that the Advisory Committee specifically address the following questions:

- a. Is the Advisory Committee adequately and properly constituted?
- b. Is labor adequately represented by PORAC?
- c. Is there representation from all segments that should be represented?
- d. Should the size of the Advisory Committee be changed?

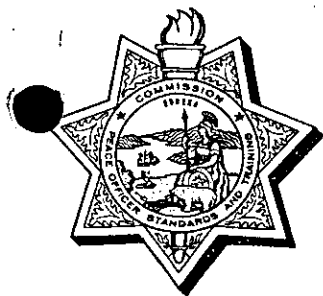
The Commission Chairman asked that a report of recommendation be made to the Commission at the October 23, 1980, Commission meeting.

As Chairman, speaking for the Advisory Committee, I am suggesting that our recommendation concerning the Committee's makeup be made to the Commission at the January 29, 1981 Commission meeting. I feel that the information resulting from the Advisory Committee's attendance at the Symposium on Professional Issues conducted in Sacramento, and the subsequent input from the chronicle to be prepared after the Symposium has direct impact on our decision and should be discussed at the December 16, 1980, Advisory meeting. After the December 16 meeting, the Committee would be prepared to make our final report of recommendation to the Commission.

Sincerely,

*R. Wasserman*  
ROBERT WASSERMAN  
Chairman, Advisory Committee





COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250  
SACRAMENTO, CALIFORNIA 95823

POST ADVISORY COMMITTEE MEETING

August 29, 1980  
Santa Cruz, California

M I N U T E S

CALL TO ORDER

The meeting was called to order at 10:00 a.m. by Chairman Wasserman.

ROLL CALL OF THE ADVISORY COMMITTEE MEMBERS

Roll was called.

Present were: Robert Wasserman, Barbara Ayres, Herb Ellingwood,  
Michael Gonzales, Joseph McKeown, Richard Pacileo,  
Alex Pantaleoni, Jack Pearson, J. Winston Silva.

POST Staff Present: Norman Boehm, Ron Allen, Carole Johnson

Other POST Participants: George Williams, Harold Snow, Bradley Koch

Observers: Jerome Ammerman, Chief of Police, Sunnyvale

APPROVAL OF PREVIOUS MINUTES

Motion carried unanimously that the previous meeting minutes of July 16, 1980 be approved as written.

COMMISSION ASSIGNMENT

This item was taken out of order of the agenda for discussion.

Chairman Wasserman introduced this item by stating that at the last Commission meeting, (July 16, 1980) a request was made that a representative of the California Organization for Police and Sheriffs (COPS) be appointed as a member of the Advisory Committee.

The Commission asked that the Advisory Committee report back to the Commission at the October 1980 Commission meeting with a recommendation indicating what the composition of the Advisory Committee should be. The Commission asked specifically: 1) Is the Advisory Committee adequately and properly constituted?; 2) Is labor adequately represented by PORAC?; 3) Is there representation from all segments that should be represented?; 4) Should the size of the Advisory Committee be changed?

J. Winston Silva, representing California Community Colleges, felt that by adding more advisory members, the Committee would be spending more time than necessary trying to agree and resolve issues. He stated PORAC has been doing a good job representing professional police officers.

Alex Pantaleoni, representing CAAJE, suggested the Advisory Committee establish guidelines the members feel would be meritorious for the Committee to use in handling future requests for membership. One suggestion is that the Committee be maintained at a specified number.

Chairman Wasserman, representing CPOA, stated there are existing guidelines pertaining to the makeup of the Committee's membership. When the Advisory Committee was formed, members were chosen in accordance with those guidelines.

J. Winston Silva stated that each organization now being represented has requested representation. He suggests that each organization recommend a candidate and let the Commission decide who should be accepted. Another suggestion was that the representation be shared or rotated among association members.

Jack Pearson, representing PORAC, felt that sharing or rotating a position would not be fiscally sound. Mr. Pearson pointed out that the Commission was established through legislation sponsored by PORAC and therefore PORAC should not share a position with other associations. It is also his opinion that COPS is being represented by PORAC.

Chairman Wasserman indicated this issue could be approached by first, determining if the Advisory Committee wants to recommend additional positions, then develop some rationale for the positions.

Joe McKeown, representing CADA, stated that after reading over the history of the Advisory Committee, the basic concept behind the Advisory Committee is to provide input to the Commission. Each member now represents a group that gives input.

He feels that COPS is being adequately represented by PORAC and has been for years. COPS representation on the Committee would be a duplication of input that is already being offered by PORAC.

Mr. McKeown wishes to rule out the suggestion that there be a strict number of members. He feels that currently, all law enforcement organizations are being represented by members of the Committee; but, in the future there may be organizations developed that could provide additional needed input.

Jack Pearson pointed out that members of COPS also belong to PORAC. COPS representation on the Committee would be duplicating input that PORAC presently offers.

Alex Pantaleoni stated that 10 years ago there were fewer associations than there are today, and suggests that the Committee look ahead for long-range solutions for future requests for representation.

Herb Ellingwood, a public member, stated that developing a long-range solution would be virtually impossible. He indicated a problem of this kind could be continual, and that any solution would have to be changed to meet the needs of the requests. New organizations are developed constantly. Currently each organization lobbies for a position on the Advisory Committee. If there is justification for their representation, changes in membership can then be made. Mr. Ellingwood stated that at this time, he believes there is no need to change the makeup of the Committee.

Motion by Herb Ellingwood, second by J. Winston Silva, carried unanimously, that at present: 1) The Advisory Committee is adequately and properly constituted; 2) Labor is adequately represented by PORAC; 3) There is representation from all segments that should be represented; 4) The size of the Advisory Committee should not be changed.

#### TRAINING NEEDS ASSESSMENT/ATTITUDES SURVEY

Hal Snow, Senior Consultant, Center for Police Management, gave an update presentation on the Training Needs Assessment. The Assessment is a program to improve training of law enforcement personnel, making sure resources are used to their fullest extent. Hal reviewed the Training Assessment plan, and indicated the program will be fully implemented in the near future. He discussed the proposed methodological alternatives and briefly discussed the cost-effectiveness of transporting students to training courses vs. conducting training on a regional concept.

The target date of September 18, 1980 is set to get the survey out and questionnaires back by October 1, and the results to the Commission before the October 23, 1980 Commission meeting. (Note: The mail out and return dates have been extended by one week to allow for additional field input.)

Information resulting from the questionnaires will be collated by specific region. Regional conferences will be held and will include Police Chiefs, Sheriffs, training managers, and training presenters. The regional conferences will result in specific training recommendations for individual regions and will identify statewide training priorities.

Mr. Snow presented the questionnaire and reviewed each question. Input was received from the Advisory Committee and several modifications were made to the questionnaire. The modifications will be finalized and mailed to agencies.

Mr. Snow announced that the Symposium on Professional Issues will be held at the Red Lion Inn, October 1-3, 1980, in Sacramento.

### READING/WRITING TEST UPDATE

George Williams, Chief, Research and Evaluation Unit, updated the Advisory Committee on the progress of the reading/writing tests.

Current funding for the Research and Evaluation Unit is scheduled to terminate August 31, 1980. A request was submitted for an additional three-month extension. There has been no response on the extension to date.

The issue is "How do we implement the reading and writing tests now that they are developed?" Alternatives for providing the tests to agencies were discussed (see attached).

The analysis and final validation work on the tests will be completed in October or November 1980.

This item required no action by the Advisory Committee as it was an information item only.

### REPORT FROM COMMITTEE MEMBERS

- |                 |   |
|-----------------|---|
| Alex Pantaleoni | -- Next annual CAAJE conference to be held in Fresno, April 1981.   |
| Joe McKeown     | -- Nothing to report.   |
| Jack Pearson    | -- PORAC belongs to the National Association of Police Officers (NAPO). They will be meeting in San Diego on September 22-26, 1980 at the Vacation Village. PORAC's annual conference will be November 11-13, 1980 in South Lake Tahoe. PORAC has become involved with with Commission on Accreditation for Law Enforcement Agencies. PORAC represents labor on a national level on this Commission. The next meeting is scheduled in Bismark, North Dakota in October.                                   |
| Mike Gonzales   | -- CAPTO conference is schedule October 22-24, 1980 in Monterey.  |
| Barbara Ayres   | -- WPOA next training session will be in Arcadia, September 20 at the Ramada Inn. Topics include a legislative update, speaker on backup weapons, women in law enforcement, interviewing and interrogation, arson and explosives, and survival shooting at night.<br><br>She received a letter from a retired police officer who is questioning the practice of POST not issuing retired police officers certificates for their continued training in law enforcement. Ron Allen will review the request. |

Herb Ellingwood -- Nothing to report.

Richard Pacileo -- Reported the Executive Committee of State Sheriffs is meeting September 23, 1980.

J. Winston Silva -- Stated he felt the staff at POST is doing a good job and has helped the Advisory Committee tremendously. The Chancellor's office has nothing to report.

Ron Allen -- Reported that the next Commission meeting date has been changed to October 23-24, 1980 at the Sacramento Inn in Sacramento.

PROPOSED MEETING DATE

Motion passed unanimously that the September 30, 1980 Advisory Committee meeting be canceled. The next meeting date will be December 16, 1980 in Anaheim.

ADJOURNMENT

The meeting was adjourned at 2:10 p.m.



Carole Johnson  
Advisory Committee  
Secretary

Attachment

SPECIAL NOTES:

After the adjournment of the August 29, 1980 Advisory Committee Meeting, the Advisory Committee Chairman, with concurrence of Advisory Committee members, indicated there was a need and a desire to obtain additional information about the desired make-up of the Advisory Committee. Chairman Wasserman felt that the additional information could result from the Advisory Committee's attendance at the Symposium on Professional Issues conducted in Sacramento on October 1, 2, and 3, 1980. Chairman Wasserman indicated the information obtained by members at the Symposium should be discussed at the December 16, 1980 Advisory Committee Meeting before a final recommendation is made to the Commission in January 1981.

The Commission, at the October 23, 1980 Meeting, appointed a COPS representative to the Advisory Committee for a three year term. The representative is Arnold E. Schmeling, Long Beach Police Department.

# Memorandum

To : Norman C. Boehm  
Executive Director

Date : August 15, 1980

*GWMS*  
From : George W. Williams  
Bureau Chief  
Commission on Peace Officer Standards and Training

Subject: Management and Administration of Reading and Writing Tests

## ISSUE

How shall the reading and writing tests, developed by the Research and Evaluation Bureau, be made available to the field?

## BACKGROUND

The Research and Evaluation Bureau will, in short order, have completed the development and validation of reading and writing tests designed for use by local government in the selection of peace officers.

It is anticipated that these tests will be available for use by the field this fall. As yet, it has not been decided how these tests will be provided to the field.

## ANALYSIS

A number of options exist for making the reading and writing tests available to the field.

First, the tests, and other test publisher services could be provided by POST to the field without charge. This option would, in effect, result in preemption of the field by POST for these tests as all vendors of tests must charge for their services. This option would be politically unwise.

It is generally believed that centralized test administration is desirable if not mandatory, as it provides greater test security, and permits the grading and data gathering, etc. A centralized procedure tends to reduce challenges due to noncompliance with fair employment guidelines. Should challenges develop, it affords greater assurance of defensible procedures and accuracy of test-related data.

Norman C. Boehm  
Page 2  
August 15, 1980

The testing process involves the following steps:

- Scheduling of examinations
- Duplication of tests or test booklets
- Distribution of tests for use
- Proctoring of tests
- Scoring of tests
- Record keeping and data storage
- Data analysis

New employees would have to be hired, equipment would have to be purchased, additional office space would have to be acquired, and, in addition, employees in this program would have to be trained and supervised. At best, a POST program such as this could not be operated as efficiently as could the same program operated by the State Personnel Board's Cooperative Personnel Services (CPS), because our lower test volume would not permit optimum use of equipment, personnel and facilities. POST would also find itself in competition with CPS and others in the private sector that now provide these services. In addition, if POST were to provide these services through the use of its own staff, this would result in an increase in the POST administrative budget and a reduction in the aid to local government budget.

The same testing services could be provided to the field by POST with a charge. This would place POST in direct competition with existing test publishers that offer such services to the field. This option would also require the enactment of a statute to authorize POST to charge such fees. It would be more cost effective and reduce the appearance of a threat by POST to the private sector to enter into an inter-agency agreement with CPS to establish a procedure wherein user agencies pay to CPS a reasonable fee for services related to test administration.

At our request, Cooperative Personnel Services has proposed several alternative procedures with related cost estimates for providing our tests to the field.

In the first procedure (which is the most complete), Cooperative Personnel Services would coordinate with an agency that has requested the testing service. CPS would schedule the examination, print and distribute the job announcement, print the test booklets (which can only be used once since they are written-in by the test takers), distribute the tests, provide the test proctors for the administration of the test, score the tests and prepare a computer tape with regard to the data collected, and also store test booklets or return the tests if that is the agency's desire.

For services of this kind, Cooperative Personnel Services proposes a charge of \$294.81 for as many as 1 to 10 test takers; for the eleventh person or any number of persons beyond ten, Cooperative Personnel Services proposes an additional \$3.65 for each person.



Norman C. Boehm  
Page 3  
August 15, 1980

Cooperative Personnel Services has two additional procedures that they have submitted with accompanying lesser costs for service they performed. This information is provided in the Attachment.

#### RECOMMENDATION

Enter into an inter-agency no-cost-to-POST agreement with Cooperative Personnel Services to provide the POST developed reading and writing tests to local government.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title APPEAL OF COMMISSION PROCEDURE F-1-4(f)		Meeting Date October 16, 1980
Division Administration	Division Director Approval <i>[Signature]</i>	Researched By Staff
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 8 October 1980	Date of Report July 22, 1980
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

ISSUE

Currently, Commission Procedure F-1-4(f) states "In other law enforcement categories designated by the Commission, the acceptability of the required experience shall be determined by the Commission, not to exceed a maximum total of five years." The question is should this period be continued or modified?

BACKGROUND

The attached letters from the Napa County District Attorney's investigator and the Commission Chairman outline the application for certification and subsequent denial thereof based on this Commission Procedure and Policy.

ANALYSIS

At the time the Commission established the Professional Certification Program, they determined that five year's maximum experience outside of a California peace officer's role would be accepted in certain categories to apply to POST Intermediate and Advanced Certificates. The Basic Certificate is not at issue as it requires a minimum of one year's satisfactory performance in the State of California before it can be issued. Examples of the type of full time experience accepted for a maximum of five years include other states' city or county police officers, county sheriffs or deputy sheriffs, state police or highway patrol officers. Experience as a military policeman is also accepted.

Certificates at the Intermediate and Advanced level are frequently used by local jurisdictions for purposes of providing incentives. Local jurisdictions have established reimbursement programs for their employees based upon the requirements of this program for attainment of the various certificates.

RECOMMENDATION

Continue to require adherence to Commission Procedure F-1-4(f).



## NAPA COUNTY

DISTRICT ATTORNEY

PUBLIC ADMINISTRATOR — PUBLIC GUARDIAN

JAMES D. BOITANO

District Attorney

HALL OF JUSTICE • 1125 THIRD STREET • P. O. BOX 148

NAPA, CALIFORNIA 94558

707-253-4211

July 15, 1980

Commission on Peace Officers Standards and Training  
7100 Bowling Drive, Suite 250  
Sacramento, Ca. 95823

c/o POST Chairman

Dear Sir:

In regards to my unsuccessful attempt to be awarded an Advanced POST Certificate due to your policy of granting a maximum of 5 years for police experience outside the State of California, I hereby appeal that policy and would like to appear before the Commission at its next meeting in Northern California.

Please advise as to the possibility of this and the time, date and location I should appear.

Respectfully,

A handwritten signature in cursive script that reads "Dan L. Bradbury".

DAN L. BRADBURY  
Investigator

DLB:dmm

08. MAY 55 01 12 70P  
COMMISSION ON POST

1-3. Application Requirements (continued)

- (2) When a department head is the applicant, the above recommendation shall be made by the department head's appointing authority such as the city manager or mayor, or in the case of a Specialized Agency, the applicant's superior. Elected department heads are authorized to submit an application with only their personal signature.

## Education, Training, Experience

1-4. Basis for Qualification: To qualify for award of certificates, applicants shall have completed combinations of education, training and experience as prescribed by the Commission.

- a. Training Points: Twenty classroom hours of police training acknowledged by the Commission shall equal one training point. Such training must be conducted in a classroom or other appropriate site, in increments of two hours or more, taught by a qualified instructor, concluded with appropriate testing, and for which records are kept.
- b. Education Points: One semester unit shall equal one education point and one quarter unit shall equal two-thirds of a point. Such units of credit shall have been awarded by an accredited college or university.
- c. All education and training must be supported by copies of transcripts, diplomas and other verifying documents attached to the Application for POST Certificate. Units of credit transferred from one accredited college to another must be documented by transcripts from both such colleges. When college credit is awarded, it may be counted for either training or education points, whichever is to the advantage of the applicant.
- d. Training acquired in completing a certified Basic Course may be credited toward the number of training points necessary to obtain the Intermediate or Advanced Certificate. When education points as well as training points are acquired in completing the Basic Course, the applicant may select, without apportionment, the use of either the education points or the training points.
- e. For the Regular Program, law enforcement experience in California as a full-time, paid peace officer employee of a city police department, a county sheriff's department, a regional park district, a district authorized by statute to maintain a police department, the California Highway Patrol, or the University of California and the California State University and Colleges Police may be accepted for the full period of such experience; or for the Specialized Certificate Program specialized peace officer experience may be acceptable for the full period of such experience.
- f. In other law enforcement categories designated by the Commission, the acceptability of the required experience shall be determined by the Commission, not to exceed a maximum total of five years. The experience must be documented and the name of the organization(s) indicated, years of service, duties performed, and types of responsibility.
- \* g. The Supervisory, Management, and Executive Certificates each require two years of satisfactory experience in the capacity designated in F-1-8(d), F-1-9(d) or F-1-10(d).



# NAPA COUNTY

ON Tape  
DISTRICT ATTORNEY  
PUBLIC ADMINISTRATOR — PUBLIC GUARDIAN

JAMES D. BOITANO  
District Attorney

HALL OF JUSTICE • 1125 THIRD STREET • P. O. BOX 148  
NAPA, CALIFORNIA 94558 707-253-4211

March 7, 1980

Mr. Nat Trives  
2007 Navy St.  
Santa Monica, Ca. 90404

Dear Mr. Trives:

My recent application for a POST Advanced Certificate was turned down by the Administration Division. They gave as their reason, that my twenty years as a police officer in St. Louis, Missouri only counted for a maximum of five years credit for past law enforcement experience.

When I obtained my Intermediate Certificate in July 1979 I was advised by several POST representatives that all I needed for my advanced certificate was additional college credits. I immediately continued my college education and obtained the necessary thirty units. You can imagine how I felt, to be denied what I had worked to achieve and then be told I would have to wait 3 years.

I have since read carefully, the POST Administration Manual, specifically Sections F-1, 1-4f, pertaining to "Basis for Qualification". It lists "other law enforcement categories" accepted with a minimum of five years credit. I believe it was not the intent of the Commission to include a police officer from outside the State of California in this category but rather someone who was in the Military Police, Railroad Security, etc.

I am taking the liberty of submitting to you a copy of my application, certificates and transcripts that I recently submitted. It will give you a more complete analysis of my qualifications.

In closing I might add that my past police experience was in a county of over one million population and the police training and experience I received was, in my opinion, equal to that of any large department in the State of California.

Mr. Nat Trives

Page 2

Thanking you in advance for any consideration in this matter.

Respectfully,

*Dan L. Bradbury*

DAN L. BRADBURY

~~Investigator~~

Napa County District Attorney

DLB:dmm  
Enclosures

cc: Gene Rhoades  
POST Area Representative

## APPLICATION CORRECTION SHEET

State of California

Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
7100 Bowling Drive, Sacramento, CA 95823

March 3, 1980

POST Coordinator  
Napa County District Attorney's Office  
P. O. Box 148  
Napa, CA 94558APPLICATION NUMBER 55667APPLICANT'S NAME Daniel L. Bradbury

The enclosed application for the award of a POST certificate is being returned to you for the reason(s) indicated below. You may resubmit the same application when corrections have been made and the officer is eligible for the certificate(s). REDATE THE APPLICATION WHEN IT IS SUBMITTED.

- ☐ 1. Provide the applicant's signature and date the application.
- ☐ 2. Provide the department head's signature and date the application.
- ☐ 3. The signature of the department head must be an original signature. When a signature stamp is used, person affixing stamp must sign application form.
- ☐ 4. As the applicant has not served the required one year of law enforcement experience with your agency, please have the former department head(s) also sign and date the application. Refer to PAM Commission Procedure F-1-5(a).
- ☒ 5. The application has been voided. Please resubmit a new application form when the qualifications have been met.
- ☐ 6. When the person submitting the application for a POST certificate is the department head, the application must be signed and dated by the appointing authority, such as the city manager or mayor.
- ☐ 7. Provide verification that the applicant has completed:
- ☐ Basic Academy    ☐ Supervisory Course    ☐ Management Course    ☐ Executive Development Course
- ☐ 8. The transcript(s) and/or degree necessary to verify education is:
- ☐ Incomplete    ☐ Illegible
- ☐ Not included    ☐ Transcripts are required - grade cards are not acceptable.
- ☐ 9. Refer to the enclosed evaluation.
- ☒ 10. Other: POST accepted a maximum of five years for other law enforcement experience.

Please refer to F-1, 1-4 f of the POST Administrative Manual. With the education and training submitted, Investigator Bradbury will be eligible for the Specialized Advanced Certificate October 12, 1983.

Evaluation Prepared By: L. Powders  
Program Services Bureau  
Administration Division  
(916) 322-2237

# APPLICATION FOR AWARD OF POST CERTIFICATE

State of California  
Department of Justice  
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
7100 Bowling Drive, Sacramento, CA 95823

FOR POST USE ONLY  
APPLICATION NUMBER  
55667

1. NAME (LAST) (FIRST) (MIDDLE) BRADBURY, DANIEL L.			2. DATE OF BIRTH 11-20-30	3. SEX M	4. RACE W	5. SOCIAL SECURITY NUMBER 492-32-4000
6. NAME OF LAW ENFORCEMENT AGENCY WHERE NOW EMPLOYED NAPA COUNTY DISTRICT ATTORNEY					7. DATE EMPLOYED AS A PEACE OFFICER WITH PRESENT AGENCY MONTH 10 DAY 12 YEAR 76	
8. PRESENT RANK OR TITLE D. A. INVESTIGATOR					9. DATE PROMOTED TO PRESENT RANK MONTH 10 DAY 12 YEAR 76	
10. ARE YOU A FULL-TIME, PAID, EMPLOYEE WITH FULL PEACE OFFICER POWERS? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO APPOINTMENT STATUS B30. _____ P.C.					11. TYPE OF CERTIFICATE(S) YOU DESIRE ADVANCED	
12. LIST NAMES OF LAW ENFORCEMENT AGENCIES WHERE YOU HAVE BEEN PREVIOUSLY EMPLOYED AS A FULL-TIME, PAID, PEACE OFFICER			13. RANK/TITLE		14. DATE	
ST. LOUIS COUNTY POLICE DEPT 7900 FORSYTH AVE CLAYTON, MISSOURI 63105			PATROLMAN SERGEANT		FROM 1956 TO 1966 1966 1967	
			DETECTIVE		1967 1976 Accepted 5 yrs	
15. BASIC TRAINING SCHOOL ATTENDED SEE ATTACHED SHEET			16. COURSE LENGTH - HOURS 200 NR		17. DATE STARTED 18. DATE ENDED 6-77	
19. COLLEGE/UNIVERSITY		20. ATTENDED		21. EDUCATION UNITS		22. DEGREE
LOS MEDANOS - PITTSBURGH		FROM 77 TO 78 SPRING/SUMMER/FALL		SEMESTER 5 QUARTER 5		ADMIN OF JUSTICE
DIABLO VALLEY - PLEASANTHILL		FROM 79 TO 80		SEMESTER 26 QUARTER 6		" " "
		FROM TO		SEMESTER 31 QUARTER 7		" " "

ALL TRAINING MUST BE SUPPORTED BY  
COPIES of transcripts, degrees, diplomas, Certificates of Completion and other verifying documents attached to this application.  
DO NOT SEND ORIGINAL DOCUMENTS. SEND COPIES ONLY, AS THESE ITEMS WILL NOT BE RETURNED.

I attest that I have read and subscribe to the Law Enforcement Code of Ethics. I swear under penalty of perjury that all the information contained in this application is true and correct.

24. Daniel L. Bradbury SIGNATURE OF APPLICANT 2-6-80 DATE

I recommend that the certificate be awarded. I attest that the applicant has completed a period of satisfactory service of no less than 12 months and has been employed in compliance with the minimum standards set forth in Section 1002 of the Commission Regulations. The applicant in my opinion is of good moral character and worthy of the award. My opinion is based upon personal knowledge or inquiry. The personnel records of this jurisdiction/agency substantiate my recommendation.

25. [Signature] SIGNATURE OF DEPARTMENT HEAD 2-6-80 DATE

## FOR POST USE ONLY

NAME OF CERTIFICATE	EDUCATION UNITS	TRAINING POINTS	EDUCATION/TRAINING INSTITUTION	CERTIFICATE NUMBER	DATE ISSUED	APPLICATION EVALUATED BY
BASIC				B-		EVALUATION REVIEWED BY
INTERMEDIATE				I-		
ADVANCED				A-		
SUPERVISORY				S-		
MANAGEMENT				M-		
EXECUTIVE				E-		EVALUATION APPROVED BY
SPEC. BASIC		BCEE + 3		SB-526	10-14-77	
SPEC. INTERMEDIATE	16	BCEE + 18	Diablo V.C.	SI-675	7-9-79	NAME OF CERTIFICATE(S) ISSUED
SPEC. ADVANCED				SA-		
SPEC. SUPERVISORY				SS-		
SPEC. MANAGEMENT				SM-		
SPEC. EXECUTIVE				SE-		
8 yrs						
5 units at Los Medanos Col.						6.



June 9, 1980

Dan L. Bradbury  
Investigator  
Napa County District Attorney  
Hall of Justice  
1125 Third Street  
P. O. Box 148  
Napa, CA 94558

Dear Investigator Bradbury:

Your letter concerning application for POST Advanced Certificate has taken a good deal of my time and attention in order to be sure that our policies are appropriate and are changed if they are not.

The historical development of the Certification Program and the requirements that have been adopted have been reviewed. Previous Commission actions relative to determining experience acceptability in the various categories other than California jurisdictions was included.

Examined also was the use that various jurisdictions have made of certificates including incentive pay programs, education pay programs, promotional qualification, and other similar activities. In this regard, there are considerable constraints based on financial incentives bearing on local jurisdictions memorandums of understanding with their employees. Additionally, the Commission's desire in allowing a maximum of five years experience seems to be well served in the current circumstance.

Your belief that the Commission did not intend to have the five year limitation applied to a police officer from outside the State of California, but rather someone such as a military policeman, railroad security, etc., is incorrect. The Commission specifically included

Note to Typist: Itemize Enclosures on this Copy

Bu. Chief

Director

Xerox copy to:

ADMINISTRATION DIVISION FILE COPY

7

Dan L. Bradbury

that classification. The Commission has excluded many categories of peace officers from even being able to benefit from the five year maximum provision.

I appreciate your concern in this area and found it beneficial personally to have examined the development of this program.

Sincerely,

NATHANIEL TRIVES  
Chairman

bc: Nathaniel Trives

NT:GET:bmb

Note to Typist: Itemize Enclosures on this Copy

Bu. Chief

Director

Xerox copy to:

ADMINISTRATION DIVISION FILE COPY

8.

GUIDELINES FOR THE EVALUATION OF  
LAW ENFORCEMENT EXPERIENCE

Specification 9, Section C states:

- C. The acceptability of the required experience shall be determined by the Commission.
1. Law enforcement experience in California as a full-time, paid peace officer member of a city police department, a county sheriff's department, or the California Highway Patrol may be acceptable for the full period of experience in these agencies.
  2. In other law enforcement categories designated by the Commission, the acceptability of the required experience shall be determined by the Commission, not to exceed a maximum total of 5 years.

Specification 12, Section B, 2, states:

2. The acceptability of the required law enforcement experience shall be determined by the Commission.

The following law enforcement position titles are set forth as guidelines for the purpose of determining the acceptability of law enforcement experience under Section 2 above. The staff may consider as acceptable law enforcement experience gained in full-time employment in the following categories, provided the experience is evaluated on an individual basis.

Federal

Treasury Department

1. Secret Service, Special Agent.
2. Customs Agent, Bureau of Customs.
3. Special Agent, Intelligence Division, I. R. S.
4. Alcohol and Tobacco Tax Agent.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>AB 3217, RESERVE TRAINING</b>		Meeting Date <b>October 23-24, 1980</b>
Division <b>Operations</b>	Division Director Approval <i>Bradley W. Koch</i>	Researched By <b>Bradley W. Koch</b>
Executive Director Approval <i>Norman C. Roehm</i>	Date of Approval <i>8 October 1980</i>	Date of Report <b>October 3, 1980</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

ISSUE

The Governor has signed AB 3217, the reserve training bill, establishing two levels of Type I reserves, regular Level I reserves and "full powers and duties" reserves. "Full powers and duties" reserves are vested with all the powers of peace officers appointed under authority of 830.1 P.C. (regular, full-time deputy sheriff or police officer).

BACKGROUND

Existing law provides that a sheriff or deputy sheriff, regularly employed and paid as such, of a county, and any policeman of a city, among others, are peace officers, as defined, who may exercise specified peace officer powers. It further provides that whenever any qualified person is deputized or appointed by the proper authority as a reserve or auxiliary sheriff or city policeman, deputy sheriff, or reserve police officer of a regional park district, such person is a peace officer, whose authority extends only of the duration of a special assignment.

ANALYSIS

Under AB 3217, the governing body of cities and counties desiring "full powers" for their Level I reserves must pass an enabling Ordinance/Resolution authorizing the full powers status, either as individual reserves or as a class.

The law would also require that all Level I reserves, both regular and "full powers" who are appointed after January 1, 1981, complete the regular Basic Course in order to exercise the powers of a Level I reserve, either as a regular Level I reserve or as a "full powers" Level I reserve.

Certificated Level I reserves, appointed prior to January 1, 1981, may have "full powers" if they possess a Level I certificate, or have completed the regular Basic Course or its equivalent, and the local entity passes the enabling Ordinance/Resolution.

This change in the law, effective January 1, 1981, has caused staff to make major proposed changes in Commission Procedure (CP) H-1 through H-5.

In order to accommodate those individuals already in the POST training system and/or enrolled in a Level I Reserve Course, staff has recommended recognition of the training even though it may be completed after the effective date of the law, if the individuals are currently appointed as reserves, or are appointed as a reserve by an eligible law enforcement agency prior to January 1, 1981.

Utilize reverse side if needed

ANALYSIS (Continued)

In carrying out the thrust of this proposal, staff rewrote portions of Procedures H-1 through H-5 for the Commission's review and approval. A copy of the revised procedures is attached for your review.

In order to provide a vehicle for training of Level I reserves in the Basic Course, staff recommends that the training need be accommodated through approval of additional presentations of the Extended Basic Course.

The Extended Basic Course program, which has now been subjected to extensive testing, has proven itself as a viable training mode. Student test scores during the past year have compared very favorable with those of graduates of the full-time basic training course.

RECOMMENDATIONS

Adopt the proposed changes in the attached Commission Procedures.

Approve additional presentations of the Extended Basic Course sufficient to serve the reserve Level I training need.

Attachment

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>RESERVE TRAINING, AB 3217</b>		Meeting Date <b>Oct. 23, 1980, amended</b>
Division <b>Operations</b>	Division Director Approval <b>Bradley W. Koch</b>	Researched By <b>Gene DeCrona</b> <i>DeCrona</i>
Executive Director Approval <i>Murray C. Boehm</i>	Date of Approval <b>18 November 1980</b>	Date of Report <b>November 17, 1980</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

ISSUE

On September 30, 1980, the Governor signed AB 3217, a CPOA-sponsored bill, into law. The effective date will be January 1, 1981. The bill amends Penal Code Sections 830.6 and 832.6 and establishes new training standards for Level I reserve officers appointed after the effective date of the bill and provides for reserve officers to have "full powers" of a peace officer as provided by Penal Code Section 830.1. A copy of AB 3217 is attached to this report for information.

BACKGROUND

The primary change in Penal Code Section 832.6 as it affects the Commission is in the area of training standards for Level I reserve officers. All persons appointed as reserve officers on or after January 1, 1981 will be required to complete the basic training for deputy sheriffs and police officers prescribed by the Commission before being assigned duties as Level I reserve officers in the prevention and detection of crime and the general enforcement of the laws of this state, whether or not working alone.

ANALYSIS

Under AB 3217, the governing body of cities and counties desiring "full powers" for their Level I reserves must pass an enabling ordinance/resolution authorizing the full powers status, either as individual reserves or as a class.

Level I reserves may have "full powers" if issued the Level I certificate before January 1, 1981, or have completed the regular Basic Course requirements and the local entity passes the enabling ordinance/resolution.

All reserve officers appointed after January 1, 1981 and assigned to Level I duties, must satisfy the Basic Course training requirements. The existing Level I reserve course will cease to be an appropriate training course after that date.

In order to accommodate those already appointed as reserve officers whose Level I training will be in progress but not completed on January 1, 1981, staff recommends that the Commission recognize the training upon its completion, as meeting the requirements for assignment to Level I duties under Penal Code Section 830.6(a)(1). A Deputy Attorney General - legal advisor to the Commission - has indicated that this would be within the scope of the Commission's authority.

Utilize reverse side if needed

Those reserve officers affected by this policy would be restricted to those enrolled in a certified Level I Reserve Course before January 1, 1981 or those who have completed the academic training for Level I assignment, but on January 1, 1981 are still in the process of completing the 200 hours of field training required prior to Level I assignment.

In order to provide a vehicle for training of Level I reserves in the Basic Course, staff recommends approval of additional presentations of the Extended Format Basic Course. The Commission approved only six additional presentations at its regular meeting in January 1980. Extended Format Basic Course trainees have been subjected to the Basic Course Proficiency Test and the training has proven itself satisfactory. Student test scores during the past year have compared very favorably with those of graduates of the intensive basic training course.

It is anticipated that most presenters of the Basic Course will desire approval for extended format presentations since the currently certified Level I Reserve Courses will no longer be applicable. Staff will not approve additional presentations of current Level I Reserve Courses which commence after January 1, 1981.

The Commission should be aware that extended format presentations of the Basic Course may not conveniently meet all local need/demand for the future Level I reserve training. POST staff has already received requests indicating strong desires by local administrators to have new basic course certifications in their local areas. Staff is studying the matter and will report further at the January meeting.

The Commission currently allows regular officers to satisfy the Basic Course requirements through the equivalency evaluation process. Since the Basic Course will become the requirement for Level I reserves, staff proposes that the equivalency evaluation process be made available for Level I reserves after January 1, 1981. A copy of proposed modification of Procedure D-11 is attached for the Commission's review and approval. Eligibility for appraisal through the equivalency process described in CP D-11 would allow reserve officers trained in other POST-certified or authorized courses the opportunity to be appointed as reserve officers or employed as regular officers.

#### RECOMMENDATIONS

1. Find that Level I reserve training that will be in progress on, but completed after January 1, 1981, will satisfy Level I training required under Penal Code Section 832.6(a)(1) provided that:
  - a. The individual was formally appointed as a reserve officer/deputy prior to January 1, 1981.
  - b. The Level I training course was commenced prior to January 1, 1981.
  - c. The completed training meets requirements existing prior to January 1, 1981 for Level I reserve officers.
  - d. The in-progress training is completed no later than December 31, 1981.

2. Adopt the proposed changes in the attached Commission Procedure Sections H-1 through H-5 that relate to reserve training standards.
3. Authorize the Executive Director to approve additional presentations of the Extended Format Basic Course.
4. Approve changes in Commission Procedure Section D-11 to provide for equivalency evaluations and testing of appointed reserve officers to determine satisfactory completion of the training requirements of the regular Basic Course.



## COMMISSION PROCEDURE

The amendments, deletions and additions proposed are:

### CP H-1

- 1-2 a. "A Level I reserve" refers to a trained reserve officer as described in Penal Code 832.6 (a)(1), and who ~~while working alone is assigned to the prevention and detection of crime and the general enforcement of the laws of this State.~~ is assigned to the prevention and detection of crime and the general enforcement of the laws of this state whether or not working alone.
- 1-2 c. "A Level III reserve" refers to a trained reserve officer as described in P.C. 832.6 (a)(3), who is ~~assigned~~ deployed in such ~~to~~ limited functions ~~that do~~ as would not ~~usually~~ normally require general law enforcement powers.

### CP-H2

- 2-3c. (5) Be a high school graduate or pass the General Education Development test indicating high school graduation level (Refer Commission Regulation 1002(a)(4) for test scores). (This requirement does not apply to a reserve officer appointed prior to March 4, 1972);

2-3 NOTE: See PAM Law Section (A) for complete text of the above laws specified in ~~2-2~~ 2-3 a, b and c.

### CP H-3

- ~~3-2. Minimum Training Standard: Effective January 1, 1979, minimum training is related to the level of duties to which a reserve officer is assigned as identified in Penal Code Section 832.6. Such training must be completed prior to assignment.~~
- 3-2. Minimum Training Standard: Minimum training relates to the training requirements for the level of assignment and duties being performed by reserve officers. The level of assignments are defined in Penal Code Section 832.6.
- 3-2b. Each person ~~seeking~~ prior to be a exercise of duties as a Level II reserve officer shall satisfactorily complete a POST-certified P. C. 832 Course, and a POST-certified ~~40-hour~~ Level II Reserve Course for a ~~total~~ minimum of 80 hours. In addition, Level II reserve officers must be engaged in a field training program approved by POST, unless they were appointed prior to January 1, 1979 and exempted from the provisions of P. C. Section 832.6 by their department head (refer PAM Section H3-3).

3-2c. Each person appointed as a reserve officer prior to January 1, 1981 and ~~seeking to be~~ prior to exercise of duties as a Level I reserve officer shall satisfactorily complete a POST-certified Reserve Officer Course of at least 200 hours, which training is started prior to January 1, 1981 and satisfactorily complete 200 hours of structured field training; OR satisfactorily meet the training requirements of the POST-certified Basic Course for regular officers (CP D-1). The minimum 200-hours of Level I reserve training may be fulfilled by satisfactory completion of a POST-certified, ~~40-hour~~ P.C. 832 course, together with a certified, ~~40-hour~~ Level II Reserve Course and a certified, ~~120-hour~~ Level I Reserve Course. No Level I Reserve Courses will commence after January 1, 1981. PAM Sec

3-2d. Every person appointed as a reserve officer on or after January 1, 1981 and prior to assignment to Level I reserve officer duties, shall satisfactorily meet the training requirements of the Basic Course for regular officers (CP D-1).

PAM Section

3-2e. Equivalent training may be established through basic course equivalency and evaluation process described in PAM Section D-11. Department heads may request an equivalency evaluation if the already appointed reserve officer is to be assigned to Level I duties.

\*3-3. Reserve Officer Training Requirements: ~~Course Interrelatedness: Certified training satisfactorily completed to meet the Level III requirements can be credited toward the training requirements of Level II, and Level II training can be credited toward Level I training requirements. The required training appropriate to the officer's level of assignment may be completed as one course or as separate modules. See PAM Section D-7, Approved Courses, for module content and CP H-5 for a complete reserve course outline. Certified training required for the three levels of reserve officers is as follows: Training shall be completed prior to assignment of peace officer duties. The following minimum training requirements apply to reserve officers:~~

<u>*Level III</u>	<u>Level II*</u>	<u>Level I*</u>	<u>Level I</u>
Module A - (40 hours) Certified P.C. 832 Arrest & Fire- arms Course	Module A (40 hours) PLUS Certified Module B (40 hours) - Level II Reserve Officer Course	Appointed reserve officer Prior to January 1, 1981. Module A (40 hours) PLUS Module B (40 hours) PLUS Module C (120 Hours) - Level I Reserve Officer Course	Appointed reserve Officer on or after January 1, 1981. Shall Satisfactorily meet the training requirements of the Basic Course (CP D-1) or equivalent (CP D-1)
<u>Minimum</u>	<u>Minimum</u>	<u>Minimum</u>	<u>Minimum</u>
<del>TOTAL</del> 40 hours	<del>TOTAL</del> 80 hours	<del>TOTAL</del> 200 hours	Minimum 400 hours

PAM Section

PAM Section

\* Refer to Commission Procedure H3-8 for additional training requirements.

3-4. Exemption to Minimum Training: Only reserve officers appointed prior to January 1, 1979, may be exempted <sup>by the appointing authority</sup> from Level I or Level II training requirements. ~~as provided for in Penal Code Section 832.6(b).~~ (See Stats. 1977, c987)

3-5. Transfer of Exemption: Any reserve officer appointed prior to January 1, 1979, and exempted by the appointing authority from the minimum training standards for Level I or Level II reserve officers, cannot be appointed to either of these levels by another law enforcement department, unless the reserve officer has been awarded the POST Reserve Officer Certificate or has met the training requirements ~~effective January 1, 1979,~~ for the appropriate level of reserve officer assignment ~~on the date of the officer's appointment as a reserve officer by any other law enforcement agency.~~

or before

3-6. Changing Exemption Designation: Each reserve officer appointed prior to January 1, 1979, and exempted from training requirements ~~may~~ should be designated to a specific reserve officer level by the appointing authority. This level designation may be changed by the appointing authority irrespective of the January 1, 1979, operative date of Penal Code Section ~~P.C.~~ 832.6. ~~Level I reserve officers exempted from training requirements (that the appointing authority may wish to be designated to have full powers of a peace officer as provided by Penal Code Section 830.1, effective January 1, 1981) must have been issued the Reserve Certificate prior to that date.~~ whom

3-7. Compliance with Training Standards: Reserve officers appointed prior to January 1, 1979, who were not exempted from training requirements ~~as permitted by law,~~ and reserve officers appointed on or after January 1, 1979, must satisfy minimum training requirements appropriate to their level of assignment. The training requirements ~~appropriate to the level of reserve officer~~ may be deemed to be satisfied by one or more ~~any~~ of the following means:

~~a. Training started on or after January 1, 1979, in POST-certified P.C. 832 courses and POST-certified reserve officer courses, OR~~

a. Completion of POST-certified reserve officer course(s) Module A, B, C, as appropriate to level of assignment, (refer ~~CP~~ H3-3); OR

PAM Section

b. ~~A training course started before January 1, 1979 and completed prior to January 1, 1980, when such training meets the requirements of the 200-hour POST Basic Course standard as it existed prior to July 1, 1978, OR~~

b. c.

c. d.

d. Successful completion of the Basic Course Equivalency and Examination Process as described in PAM Section D-11.

- 3-8. Field Training: Field training is required for each <sup>reserve officer who is completing training</sup> Level I and Level II reserve officer, except when the reserve has been determined to be an exempt reserve as provided for in ~~P.C.~~ Penal Code Section 832.6(b), <sup>1977</sup> Stats. Chaptered 987, effective January 1, 1979, or has satisfactorily completed ~~a certified~~ the training requirements of the regular Basic Course, or possesses a regular POST Basic Certificate.

3-8. PPM Section

- a. Level I reserve officers appointed prior to January 1, 1981, who have not satisfactorily completed the training requirements of the Basic Course (CP D-1), shall complete 200 hours of structured field training, in addition to the required classroom training, prior to their ~~designation and~~ assignment as Level I reserves. The field training shall be provided by the reserves' respective departments and ~~be~~ designed on the concepts and appropriate subject matter included in the "POST Field Training Guide." Specific approval of the program is not required by POST.

CP H-4

Types of Certificates

4-2. Certificate(s): The Commission has established two type(s) of certificate(s) for reserve officers:

- a. Certificate of Recognition: This certificate may be issued by department heads to Level I, II or III reserve officers upon a person's designation to a specific reserve officer level.
- b. Reserve Officer Certificate: This certificate is issued by POST to reserve officers who meet the ~~required requirements training and~~ ~~experience and are qualified for~~ Level I assignment and in addition, have completed 200 hours of general law enforcement experience. The certificate is not required by statute nor necessary to exercise peace officer powers as a Level I reserve officer. ~~working alone under P.C. Section 832.6(a).~~

To be eligible to exercise full powers and duties of a peace officer as provided by Penal Code Section 830.1 (Reference Penal Code Section 832.6(b)), those reserve officers appointed prior to January 1, 1981, who have not satisfactorily met the Commission's training requirements of the regular Basic Course (CP D-1), must have been issued the Reserve Officer Certificate prior to January 1, 1981.

4-3. Certificate of Recognition Criteria: POST has not established specific eligibility criteria for issuing Certificates of Recognition. This certificate is designed primarily to be used by departments to give recognition or to document progression to various levels of reserve officer assignment. Each department head may develop criteria and procedures for issuance of the Certificate of Recognition.

4.4. Supplies of Certificates: Certificate of Recognition forms may be obtained by department heads from POST, Administration Division.

### Reserve Officer Certificate

4-5. Eligibility: To be eligible for the award of a Reserve Officer Certificate, a reserve officer must:

- a. Have been selected according to minimum selection standards described in ~~Commission Procedure H-2~~, Paragraph 2-3, AND  
PRM Section
- b. Currently be appointed or deputized as a reserve officer as ~~provided~~  
described in Penal Code Section 830.6 (a), AND
- c. Have completed the training and general law enforcement experience prescribed by the Commission as set forth in Section 4-6 of this procedure. PRM

4-6. Required Experience and Training: The Commission has established the required training and experience for award of the Reserve Officer Certificate as follows:

a. General Law Enforcement Experience

- (1) In addition to the required classroom training and 200 hours of field training, when required, a reserve officer must have completed no less than 200 hours of satisfactory service while assigned to the prevention and detection of crime and the general enforcement of the ~~criminal~~ laws of ~~the~~ this State.

b. Training

- (1) Reserve officers appointed prior to January 1, 1979:

<u>Classroom Training</u>	<u>200 Hours Field Training</u>	<u>Verification PC 832</u>	<u>200 Hours General Law Enforcement Experience</u>
200 hours Non-Certified Reserve Officer Course(s) completed before 1-1-79 (*)	No	** Yes	Yes
<del>Completion of certified Regular Basic Course</del> Satisfactory completion of the training require- ments of the regular Basic Course (CP D-1) <u>PRM Section</u>	No	No	Yes
Successful passing of Reserve Officer Equiv- alency Examination	<u>No</u>	<u>** Yes</u>	<u>Yes</u>

- (2) Reserve officers appointed ~~on or~~ between after January 1, 1979 and January 1, 1981:

<u>Classroom Training</u>	<u>200 Hours Field Training</u>	<u>Verification PC 832</u>	<u>200 Hours General Law Enforcement Experience</u>
200 hours <u>non-certified</u> Reserve Officer Course(s) started prior to 1-1-79 and completed before 1-1-80(*)	Yes	** Yes	Yes
200 hours certified Reserve Officer Course(s)	Yes	No	Yes
<del>Completion of certified Regular Basic Course</del> <u>Satisfactory completion of the training requirements of the regular Basic Course (CP, D-1)</u> PAM Section	No	No	Yes

- (3) Reserve Officers appointed on or after January 1, 1981:

<u>Satisfactory completion of the training requirements of the regular Basic Course (CP, D-1)</u> PAM Section	No	No	Yes
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- (\*) Must be equivalent to 200-hour regular officer Basic Course as it existed prior to July 1, 1978.
- (\*\*) Application form (POST 2-256) signed by department head may serve as verification.

4-7. Application Process: Application for award of the Reserve Officer Certificate shall be made on POST Form 2-256, "Application for Award of POST Reserve Officer Certificate." Completion of the form requires:

- Copies (not originals) of transcripts, certificates of completion and other documents to verify all training indicated.
- Signature of the applicant attesting to the truth of the information provided and subscription to the Law Enforcement Code of Ethics.
- Signature of the reserve officer's department head attesting that minimum selection, training and experience requirements have been met, the applicant is of good moral character, and is worthy of the award.

4-8. Application Submission: Mail one completed application form and supporting documents to POST, Administration Division, 7100 Bowling Drive, Sacramento, CA 95823. Copies of the application and supporting documents should be retained in the personnel files of the submitting department.

\*4-9. Cancellation: The Commission reserves the right to deny or cancel any Reserve Officer Certificate as provided in Regulations Section 1011(b) and described in Commission Procedure F-2, Denial or Cancellation of Professional Certificates.

— PAN Sec..

8137/75

January 1, ~~1980~~ 1981

## Reserve Officer Program

### RESERVE OFFICER COURSES - MODULES A, & B, ~~& C~~

#### Purpose

5-1. Specifications of Reserve Officer Courses: This Commission Procedure sets forth the specific requirements for ~~the three Levels II of~~ and Level III reserve officer courses established in Section H-3.

~~PRM~~ PRM

#### Training Methodology

PRM 5-2. Recommended Methodology: The Commission encourages use of the performance-objective training methodology described for the Basic Course in ~~Commission Procedure~~ Section D-1. That methodology is not, however, required mandated for reserve officer course presentations.

#### Content and Minimum Hours

5-3. Reserve Course Content and Minimum Hours: Subject matter and hourly requirements are outlined in the following pages, which describe Modules A, & B, ~~and C~~. References in these outlines to "Illustrative Performance Objectives" are to be considered advisory only.



~~CPH-5~~ (delete)

~~Level I Reserve~~

~~MODULE C - 120 Hours~~

## Eligibility

### 11-2. Eligibility status:

- a. The individual must be currently employed by the requesting agency as a full-time law enforcement officer (as defined by Regulation 1001(1)) or appointed as a reserve officer and to be assigned Level I duties in order to be evaluated and tested by POST for Basic Course Equivalency (BCE). During the evaluation and testing process, the ~~individual~~ regular officer may exercise peace officer powers while participating in a POST-approved field training program for a maximum of 90 days from date of employment.  
(PAM, Section D-13)

May 1, 1979

## Reserve Officer Program

## DEFINITIONS

## Purpose

1-1. This Commission Procedure sets forth definitions pertaining to the Reserve Officer Program which are not included in Commission Regulation 1001.

1-2. Definitions. For purposes of clarifying P.C. 832.6, and establishing uniformity in implementing and conducting the Reserve Officer Program, the following definitions apply:

- a. "A Level I reserve" refers to a trained reserve officer as described in P.C. 832.6 (a)(1), and who while working alone is assigned to the prevention and detection of crime and the general enforcement of the laws of this State.
- b. "A Level II reserve" refers to a trained reserve officer as described in P.C. 832.6 (a)(2), who works under the immediate supervision of a peace officer possessing a basic certificate, and is assigned to the prevention and detection of crime and the general enforcement of the laws of this State.
- c. "A Level III reserve" refers to a trained reserve officer as described in P.C. 832.6 (a)(3), who is assigned to limited functions that do not normally require general law enforcement powers.
- d. "Exempted reserve" means a reserve peace officer appointed prior to January 1, 1979 for whom training requirements of P.C. 832.6 have been waived by the appointing authority by reason of the reserve officer's prior training and experience.
- e. "Field training program approved by POST" means a formalized on-the-job training program with instruction presented by experienced officers who are deemed qualified to instruct by the department head. The program should be consistent with guidelines developed by POST for such programs. (Applies only to Level II reserve officers.)
- f. "Immediate supervision" means the reserve officer acts under the direction of a peace officer possessing a basic certificate who is routinely in the physical proximity of and available to the reserve officer; however, allowance is permitted for necessary temporary separations. (Applies only to Level II reserve officers.)
- g. "Peace officer possessing a basic certificate" refers to a regular officer or a reserve officer who possesses a regular POST Basic Certificate.

1-2. Definitions (continued)

- h. "Prevention and detection of crime and the general enforcement of laws" refers to the peace officer authority of a Level I or Level II reserve officer assigned to investigate crime, or patrol a geographic area and personally handle the full range of citizen requests for police services, and take enforcement action on the full range of law violations for which the reserve's department has enforcement responsibility.
- i. "Working alone" refers to a qualified Level I reserve officer who works without immediate supervision and makes independent decisions. Two qualified Level I reserves, or a qualified Level I reserve and a regular officer, are not precluded from working together.

\*Revised:  
July 1, 1980

## Reserve Officer Program

## RESERVE OFFICER SELECTION

## Purpose

2-1. This Commission Procedure sets forth the selection standards established by statute and the Commission for reserve officers and establishes policy and procedures for applying such standards.

## Selection Standards

2-2. Exemption to Selection Standards: Adoption of minimum selection standards by the Commission does not imply that reserve officers appointed prior to January 1, 1979, are exempt from these standards. The standards were previously mandated by legislative action.

2-3. Minimum Selection Standards: The following minimum standards for selection shall apply to all reserve officers:

- a. Government Code Section 1029, enacted in 1949, which prohibits a person with a prior felony conviction from becoming a peace officer.
- b. Government Code Section 1030, enacted in 1959, which requires fingerprinting of each peace officer and submission of classifiable fingerprint sets to the State Department of Justice and Federal Bureau of Investigation.
- c. Government Code Section 1031, enacted in 1961, which requires the following of each peace officer:
  - † (1) Be a citizen of the United States;
  - (2) Be at least 18 years of age;
  - (3) Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal records;
  - (4) Be of good moral character, as determined by a thorough background investigation;
  - (5) Be a high school graduate or pass the General Education Development test indicating high school graduation level (does not apply to a reserve officer appointed prior to March 4, 1972);
  - \* (6) Be found, after examination by a licensed physician and surgeon, to be free from any physical, emotional, or mental condition which might adversely affect his exercise of the powers of a peace officer.

† Citizenship presently under review by the courts to determine validity.

2-3. Minimum Selection Standards (continued)

- d. Commission requirement that each peace officer be interviewed personally by the department head or his/her representative prior to appointment.

NOTE: See PAM Law Section (A) for complete text of the above laws specified in 2-2 a, b and c.

Selection Documentation

- 2-4. Selection Files and Records: Departments shall document reserve officer background investigation files and maintain records security procedures which are similar to those used for regular officer selection.

Notice of Appointment/Termination

- 2-5. Notice of Appointment/Termination, POST Form 2-114, is required to be submitted in accordance with Commission Regulation 1003 and Commission Procedure C-4.

Revised:  
January 1, 1980

## Reserve Officer Program

## RESERVE OFFICER TRAINING

## Purpose

3-1. This Commission Procedure sets forth the minimum training standards for reserve officers, explains exemptions and the application of previous training as a method of meeting standards, and addresses the required field training for Level I and Level II reserve officers.

## Training Standard

3-2. Minimum Training Standard: Effective January 1, 1979, minimum training is related to the level of duties to which a reserve officer is assigned as identified in Penal Code Section 832.6. Such training must be completed prior to assignment.

- a. Each person seeking to be a Level III reserve officer shall satisfactorily complete a 40-hour, POST-certified P.C. 832 (Arrest and Firearms) course.
- b. Each person seeking to be a Level II reserve officer shall satisfactorily complete a POST-certified P.C. 832 course, and a POST-certified 40-hour Level II Reserve Course, for a total of 80 hours. In addition, Level II officers must be engaged in a field training program approved by POST, unless they were appointed prior to January 1, 1979 and exempted from the provisions of P.C. 832.6 by their department head.
- c. Each person seeking to be a Level I reserve officer shall satisfactorily complete a POST-certified Reserve Officer Course of at least 200 hours, and satisfactorily complete 200 hours of structured field training; OR satisfactorily complete the training requirements of a POST-certified Basic Course for regular officers. The minimum 200-hours of reserve training may be fulfilled by satisfactory completion of a POST-certified, 40-hour P.C. 832 course, together with a certified, 40-hour Level II Reserve Course and a certified, 120-hour Level I Reserve Course.

\*3-3. Reserve Course Interrelatedness: Certified training satisfactorily completed to meet the Level III requirements can be credited toward the training requirements of Level II; and Level II training can be credited toward Level I training requirements. The required training appropriate to the officer's level of assignment may be completed as one course or as separate modules. See PAM Section D-7, Approved Courses, for module content and CP-H-5 for a complete reserve course outline. Certified training required for the three levels of reserve officers is as follows:

<u>Level III</u>	<u>Level II</u>	<u>Level I</u>
Module A - (40 hours) - P.C. 832 Arrest & Firearms	Module A (40 hours)  Module B (40 hours) - Level II Reserve Officer Course	Module A (40 hours)  Module B (40 hours)  Module C (120 hours) - Level I Reserve Officer Course
TOTAL 40 hours	TOTAL 80 hours	TOTAL 200 hours

#### Exemption

3-4. Exemption to Minimum Training: Only reserve officers appointed prior to January 1, 1979, may be exempted from training requirements as provided for in Penal Code Section 832.6(b).

3-5. Transfer of Exemption: Any reserve officer appointed prior to January 1, 1979, and exempted by the appointing authority from the minimum training standards for Level I or Level II officers, cannot be appointed to either of these levels by another law enforcement department, unless the reserve officer has been awarded the POST Reserve Officer Certificate or has met the training requirements effective January 1, 1979, for the appropriate level of reserve officer assignment.

3-6. Changing Exemption Designation: Each reserve officer appointed prior to January 1, 1979, and exempted from training requirements may be designated to a specific reserve officer level by the appointing authority. This level designation may be changed by the appointing authority irrespective of the January 1, 1979, operative date of P.C. 832.6.

#### Compliance

3-7. Compliance with Training Standards: Reserve officers appointed prior to January 1, 1979, who were not exempted as permitted by law, and reserve officers appointed on or after January 1, 1979, must satisfy minimum training requirements appropriate to their level of assignment. The training requirements appropriate to the level of reserve officer may be deemed to be satisfied by any of the following means:

- a. Training started on or after January 1, 1979, in POST certified P.C. 832 courses and POST-certified reserve officer courses, OR
- b. A training course started before January 1, 1979 and completed prior to January 1, 1980, when such training meets the requirements of the 200-hour POST Basic Course standard as it existed prior to July 1, 1978; OR



3-7. Compliance with Training Standards (continued)

- c. Possession of a POST Reserve Officer Certificate; OR
- d. Completion of a certified POST Basic Course or possession of a regular POST Basic Certificate.

## Field Training

3-8. Field Training: Field training is required for each Level I and Level II reserve officer, except when the reserve has been determined to be an exempt reserve as provided for in P.C. 832.6, or has completed a certified Basic Course or possesses a regular POST Basic Certificate.

- a. Level I reserve officers shall complete 200 hours of structured field training, in addition to the required classroom training, prior to their designation and assignment as Level I reserves. The training shall be provided by the reserves' respective departments and be designed on the concepts and appropriate subject matter included in the "POST Field Training Guide." Specific approval of the program is not required by POST.
- b. Level II reserve officers shall be engaged in a continuous field training program approved by POST, (see paragraph 3-10 of this procedure).
  - (1) Level II reserve officers shall be regularly provided training in the field, as appropriate, to improve their knowledge and skills.
  - (2) A Field Training Program for Level II reserve officers shall be consistent with the guidelines set forth in paragraph 3-9 of this procedure.
  - (3) If Level II reserve officers are to be, or subsequently may be, assigned as Level I reserves, the Field Training Program should be designed to avoid unnecessary duplication of training.

3-9. Level II Field Training Guidelines: General guidelines for development of Level II field training programs are:

- a. Field training shall be provided on a continuous basis and appropriately structured to the needs of the department.
- b. Field instruction shall be presented by peace officers possessing POST Basic Certificates who are deemed qualified to instruct by the department head.
- c. Field training shall be based on the concepts and appropriate subject matter included in the "POST Field Training Guide."
- d. Refresher first aid and cardiopulmonary instruction should be included in the training.

3-10. Level II Field Training Program Approval: Departments establishing field training programs for Level II reserve officers shall design the programs using the guidelines set forth in paragraph 3-9 of this procedure. Such programs are considered POST approved programs if they are documented in department files. Documentation shall include a narrative description and attestation by the department head that the guidelines have been followed in the program design. Submission of the program to POST for specific approval is not necessary. Review of the program and documents will be conducted during conformance inspections.

#### Training Documentation

3-11. Training Files and Records: Departments shall document reserve officer training and experience by establishing files and procedures which are similar to those used for regular officer training.

May 1, 1979

## Reserve Officer Program

## RESERVE OFFICER CERTIFICATES

## Purpose

4-1. This Commission Procedure describes reserve officer certificates and certificates of recognition, sets forth certificate eligibility requirements, and describes certificate processing procedures.

## Types of Certificates

4-2. Types of Certificates: The Commission has established two types of certificates for reserve officers:

- a. Certificate of Recognition: This certificate may be issued by department heads to Level I, II or III reserve officers upon a person's designation to a specific reserve officer level.
- b. Reserve Officer Certificate: This certificate is issued by POST to reserve officers who meet the required training and experience and are qualified for Level I assignment. The certificate is not required by statute nor necessary to exercise peace officer powers as a Level I reserve officer working alone.

## Certificate of Recognition

4-3. Certificate of Recognition Criteria: POST has not established specific eligibility criteria for issuing Certificates of Recognition. This certificate is designed primarily to be used by departments to give recognition or to document progression to various levels of reserve officer assignment. Each department head may develop criteria and procedures for issuance of the Certificate of Recognition.

4.4. Supplies of Certificates: Certificate of Recognition forms may be obtained by department heads from POST, Administration Division.

## Reserve Officer Certificate

4-5. Eligibility: To be eligible for the award of a Reserve Officer Certificate, a reserve officer must:

- a. Have been selected according to minimum selection standards described in Commission Procedure H-2, Paragraph 2-3, AND
- b. Currently be appointed or deputized as a reserve officer as provided in Penal Code Section 830.6 (a), AND
- c. Have completed the training and general law enforcement experience prescribed by the Commission as set forth in Section 4-6 of this procedure.

4-6. Required Experience and Training: The Commission has established the required training and experience for award of the Reserve Officer Certificate as follows:

a. General Law Enforcement Experience

- (1) In addition to the required classroom training and 200 hours of field training, when required, a reserve officer must have completed no less than 200 hours of satisfactory service while assigned to the prevention and detection of crime and the general enforcement of the criminal laws of the State.

b. Training

- (1) Reserve officers appointed prior to January 1, 1979:

<u>Classroom Training</u>	<u>200 Hours Field Training</u>	<u>Verification PC 832</u>	<u>200 Hours General Law Enforcement Experience</u>
200 hours Reserve Officer Course(s) completed before 1-1-79 (*)	No	** Yes	Yes
Completion of certified Regular Basic Course	No	No	Yes

- (2) Reserve officers appointed on or after January 1, 1979:

<u>Classroom Training</u>	<u>200 Hours Field Training</u>	<u>Verification PC 832</u>	<u>200 Hours General Law Enforcement Experience</u>
200 hours Reserve Officer Course(s) started prior to 1-1-79 and completed before 1-1-80(*)	Yes	** Yes	Yes
200 hours certified Reserve Officer Course(s)	Yes	No	Yes
Completion of certified Regular Basic Course	No	No	Yes

(\*) Must be equivalent to 200-hour regular officer Basic Course as it existed prior to July 1, 1978.

(\*\*) Application form (POST 2-256) signed by department head may serve as verification.

4-7. Application Process: Application for award of the Reserve Officer Certificate shall be made on POST Form 2-256, "Application for Award of POST Reserve Officer Certificate." Completion of the form requires:

- a. Copies (not originals) of transcripts, certificates of completion and other documents to verify all training indicated.
- b. Signature of the applicant attesting to the truth of the information provided and subscription to the Law Enforcement Code of Ethics.
- c. Signature of the reserve officer's department head attesting that minimum selection, training and experience requirements have been met, the applicant is of good moral character, and is worthy of the award.

4-8. Application Submission: Mail one completed application form and supporting documents to POST, Administration Division, 7100 Bowling Drive, Sacramento, CA 95823. Copies of the application and supporting documents should be retained in the personnel files of the submitting department.

\* 4-9. Cancellation: The Commission reserves the right to deny or cancel any Reserve Officer Certificate as provided in Regulations Section 1011(b) and described in Commission Procedure F-2, Denial or Cancellation of Professional Certificates.

\* January 1, 1980

## Training

## \* BASIC COURSE EQUIVALENCY AND EXAMINATION PROCESSES

## Purpose

11-1. Establishes Guidelines: This Commission Procedure implements the guidelines for determining equivalent training as established in Section 1008 of the Regulations for Waiver for Equivalent Training.

## Eligibility

11-2. Eligibility status:

- a. The individual must be currently employed by the requesting agency as a full-time law enforcement officer (as defined by Regulation 1001(1)) in order to be evaluated and tested by POST for Basic Course Equivalency (BCE). During the evaluation and testing process, the individual may exercise peace officer powers while participating in a POST-approved field training program for a maximum of 90 days from date of employment. (PAM, Section D-13)
- b. An individual who satisfactorily completed a POST-certified Basic Course on or after January 1, 1973, including those certified under the former D-1 (200-hour) standard, are, except as otherwise determined by the Commission, deemed to have met the training requirement of either D-1 or D-12, which became effective July 1, 1978, and no evaluation or testing is required. (Refer PAM, Section D-1 and D-12).
- c. Training completed prior to January 1, 1973, shall not be deemed to have met the basic training requirement. All such persons for whom a basic training equivalency waiver is requested must, through the BCE and BCEE process meet either the current D-1 or D-12 standard, depending upon the type of agency of employment.

## Equivalent Training

11-3. Regular Basic Course equivalent to Specialized Basic Investigators Course: An individual who meets the current D-1 training requirement is deemed by the Commission to meet the training requirement of D-12. However, an individual who has completed the requirement of D-12 must document training equivalent to the D-1 requirement through the BCE and BCEE process.

11-4. Agency comparison of completed training is a prerequisite to POST evaluation and testing:

- a. Equivalency evaluation requests must be accompanied by a comparison which has been made by the requesting department, using POST Form 2-260, of the individual's completed training. Information provided must specify the basis upon which the equivalency is being declared and specify training that can be verified when compared to POST Commission Procedure D-1 or D-12, depending upon the applicable Basic Course training requirements for the employing agency.
- b. When POST determines that the material submitted in support of an equivalency evaluation request is equivalent to the existing basic training requirement, a Basic Course Equivalency Examination (BCEE) will be scheduled and administered by POST staff within 15 days. The department will be notified of the results of the examination.

11-5. Training and education accepted by POST for evaluation: POST staff will evaluate training and education, including POST-certified reserve courses, submitted under the provisions of Commission Regulation 1008 which may be equivalent to the training required for the Basic Course.

Equivalency Examination

11-6. Requirement for passing Basic Course Equivalency Examination: Each individual who takes the BCEE must pass with a minimum score of at least 70% on each of the modules in order to satisfy the Basic Course training requirement.

- a. If the individual receives a score of less than 70% on each of three or less modules, he/she will be allowed to remediate the failed modules to satisfy the Basic Course Training requirement, provided the aggregate test score is 70% or better.
- b. If the individual receives a score of less than 70% on each of four or more modules, or fails to achieve a minimum aggregate test score of at least 70%, regardless of the number of modules failed, he/she is required to satisfactorily complete a POST-certified Basic Course.
  1. If the department has a POST-approved field training program, the individual, if to exercise peace officer powers, may be assigned to participate in such program for a maximum of 90 days from date of employment while making up the failed modules of the examination, or before being enrolled in a certified Basic Course. (PAM, Section D-11-2a)
  2. If the department does not have a POST-approved field training program, the individual does not have peace officer powers until the training requirement of the Basic Course has been satisfactorily completed.

11-7. Remediation of failed modules: An individual who receives a score of less than 70% on each of three or fewer modules of the BCEE must satisfactorily complete these modules at a POST-certified Basic Academy, or at any institution approved by the Commission, prior to exercising peace officer powers. The department head has the discretion of requiring the individual to satisfactorily complete a full, certified Basic Course in lieu of making up the failed modules.

Assembly Bill No. 3217

*Chaptered  
1301*

Passed the Assembly August 30, 1980

\_\_\_\_\_  
*Chief Clerk of the Assembly*

Passed the Senate August 30, 1980

\_\_\_\_\_  
*Secretary of the Senate*

This bill was received by the Governor this \_\_\_\_\_  
day of \_\_\_\_\_, 1980, at \_\_\_\_\_ o'clock \_\_\_\_M.

\_\_\_\_\_  
*Private Secretary of the Governor*



## CHAPTER \_\_\_\_\_

An act to amend Sections 830.6 and 832.6 of the Penal Code, relating to peace officers.

## LEGISLATIVE COUNSEL'S DIGEST

AB 3217, Nolan. Reserve peace officers.

Existing law provides that a sheriff or deputy sheriff, regularly employed and paid as such, of a county, and any policeman of a city, among others, are peace officers, as defined, who may exercise specified peace officer powers. It further provides that whenever any qualified person is deputized or appointed by the proper authority as a reserve or auxiliary sheriff or city policeman, deputy sheriff, or reserve police officer of a regional park district, such person is a peace officer, whose authority extends only for the duration of a specific assignment.

This bill would provide that persons meeting specified qualifications who are appointed by the proper authority as reserve, auxiliary, or deputy peace officers may, individually or by class, be assigned to the prevention and detection of crime and the general enforcement of the laws by ordinance or resolution of the local legislative body, and such persons shall have the full powers and duties of a peace officer.

Existing law provides that, after January 1, 1979, every person deputized or appointed as a reserve, auxiliary, or deputy peace officer shall have peace officer powers only when, among other assignments, such person is assigned to general law enforcement while working alone and the person has completed the training prescribed by the Commission on Peace Officer Standards and Training.

This bill would provide that, after January 1, 1981, a person so deputized or appointed shall have peace officer powers only when, among other assignments, such person is assigned to general law enforcement whether or not working alone and the person has completed the basic training for deputy sheriffs and police officers prescribed by the Commission on Peace Officer Standards and Training in existence at the time the

person is deputized or appointed.

Existing law provides that a person deputized or appointed as reserve, auxiliary, or deputy peace officers before January 1, 1979, shall have peace officer powers if, notwithstanding specified requirements, the appointing authority determines the person is qualified to perform general law enforcement duties by reason of training and experience.

This bill would instead provide that a person issued a level I reserve officer certificate before January 1, 1981, shall have peace officer powers if so designated by ordinance or resolution of the local legislative body, individually or by class if, notwithstanding specified requirements, the appointing authority determines the person is qualified to perform general law enforcement duties by reason of training and experience.

*The people of the State of California do enact as follows:*

SECTION 1. Section 830.6 of the Penal Code is amended to read:

830.6. (a) (1) Whenever any qualified person is deputized or appointed by the proper authority as a reserve or auxiliary sheriff or city policeman, a deputy sheriff, or a reserve police officer of a regional park district, ~~and~~ is assigned specific police functions by such authority, such person is a peace officer; provided, such person qualifies as set forth in Section 832.6, and provided further, that the authority of such person as a peace officer shall extend only for the duration of such specific assignment.

(2) Whenever any qualified person is deputized or appointed by the proper authority as a reserve or auxiliary sheriff or city policeman, a deputy sheriff, or a reserve police officer of a regional park district, and is so designated by local ordinance or, if the local agency is not authorized to act by ordinance, by resolution, either individually or by class, and is assigned to the prevention and detection of crime and the general enforcement of the laws of this state by such authority, such person is a peace officer; provided such person qualifies ~~as~~ set forth

in paragraph (1) of subdivision (a) of Section 832.6, and provided further, that the authority of such person shall include the full powers and duties of a peace officer as provided by Section 830.1.

(b) Whenever any person is summoned to the aid of any uniformed peace officer, such person shall be vested with such powers of a peace officer as are expressly delegated him by the summoning officer or as are otherwise reasonably necessary to properly assist such officer.

SEC. 2. Section 832.6 of the Penal Code is amended to read:

832.6. (a) On or after January 1, 1981, every person deputized or appointed as described in subdivision (a) of Section 830.6 shall have the powers of a peace officer only when such person is:

(1) Assigned to the prevention and detection of crime and the general enforcement of the laws of this state whether or not working alone and the person has completed the basic training for deputy sheriffs and police officers prescribed by the Commission on Peace Officer Standards and Training in existence at the time he or she was deputized or appointed; or

(2) Assigned to the prevention and detection of crime and the general enforcement of the laws of this state while under the immediate supervision of a peace officer possessing a basic certificate issued by the Commission on Peace Officer Standards and Training, the person is engaged in a field training program approved by the Commission on Peace Officer Standards and Training, and the person has completed the course required by Section 832 and such other training prescribed by the commission; or

(3) Deployed only in such limited functions as would not usually require general law enforcement powers and the person has completed the training required by Section 832 or such other training prescribed by the commission.

(b) Notwithstanding the provisions of subdivision (a), a person who is issued a level I reserve officer certificate before January 1, 1981, shall have the full powers and

duties of a peace officer as provided by Section 830.1 if so designated by local ordinance or, if the local agency is not authorized to act by ordinance, by resolution, either individually or by class, if the appointing authority determines the person is qualified to perform general law enforcement duties by reason of the person's training and experience.

(c) In carrying out the provisions of this section, the commission:

(1) May use proficiency testing to satisfy reserve training standards.

(2) Shall provide for convenient training to remote areas in the state.

(3) Shall establish a professional certificate for reserve officers as defined in paragraph (1) of subdivision (a) of this section, and may establish a professional certificate for reserve officers as defined in paragraphs (2) and (3) of subdivision (a) of this section.

(d) In carrying out paragraphs (1) and (3) of subdivision (c), the commission may establish and levy appropriate fees, provided the fees do not exceed the cost for administering the respective services. These fees shall be deposited in the Peace Officers' Training Fund established by Section 13520.

(e) The commission shall include an amount in its annual budget request to carry out the provisions of this section.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Symposium on Professional Issues in Law Enforcement</b>		Meeting Date <b>October 23-24, 1980</b>
Division <b>Commission Chairman</b>	Division Director Approval	Researched By <b>Chairman and Executive Office</b>
Executive Director Approval <b>Nathaniel Trives</b>	Date of Approval	Date of Report <b>October 7, 1980</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).		

ISSUE:

Should POST develop and fund follow-up planning implementation meetings as requested at the Symposium on Professional Issues in Law Enforcement.

BACKGROUND:

On October 1-3, 1980, the Symposium on Professional Issues in Law Enforcement was held in Sacramento. The Symposium was jointly sponsored by the Commission on Peace Officer Standards and Training, the California Peace Officers' Association, and the Peace Officers' Research Association of California. Over 100 police chiefs, sheriffs, POST Commissioners and Advisory Committee Members, police trainers and educators, and representatives of other ranks in law enforcement participated. Emphasis was placed on individual and group participation. The purpose of the Symposium was to: 1) explore where we are and where we are going in the 1980's with professional issues in law enforcement and 2) produce a final report (chronicle) of findings, conclusions, and recommendations. The Executive Summary of the Symposium will be available at the October Commission Meeting. Professional issues considered were categorized in the following groups: Professional Recognition, The Code of Professional Conduct and Responsibilities for Peace Officers, Police Licensing, Education and Training Standards, Lateral Mobility, Recruitment, Selection & Retention, Definition of a Peace Officer, Impact on New Economics, and the Role of Professional Organizations.

ANALYSIS:

From all accounts of those participating, the Symposium was a success in reaching its objectives.

There was general agreement at the Symposium that follow-up planning implementation meetings are necessary in order to develop solutions and plan for the implementation of recommendations.

The following is a list of topics brought forward at the Symposium for resolution. The plan is that POST, CPOA, and PORAC prioritize (and perhaps group) these topics and decide which topics have the highest probability of being satisfactorily resolved. Workshop groups would be the medium for developing suggested courses of action on each of the agreed-upon topics.

(Listed - but without reference to any priority)

1. Implementation of the Pre-Employment Training Concept
2. Police Licensing
3. POST's Minimum Selection Standards (reading, writing, physical agility, psychological)
4. POST's Minimum Training Standards (Advanced Officer, Mandated Field Training Program-Internship, Supervisory/Management Refresher)
5. Professional Recognition (e.g., POST Certificate Program & CPOA's Certificate of Professional Achievement)
6. Educational Standards for Police (particularly for promotion and continuation)
7. Relevancy and Quality of Police Education
8. Regional Selection of Police
9. Classification System for Peace Officers (definition)
10. Definition for "Profession" and "Professional" for Law Enforcement
11. Consolidation/Regionalization/Civilianization of Police Services
12. Stimulation of Lateral Mobility
13. Standardize Career/Entry Path (i.e. Education-Testing-Training-Testing-Entry-Internship-Full Officer)
14. Retention Strategies
15. Cooperation/Communications Between Law Enforcement Organizations

As a participant of the Commission, I directed staff to prepare an action item for the October 23-24, 1980 Commission meeting to bring this issue before all Commissioners.

(continued)

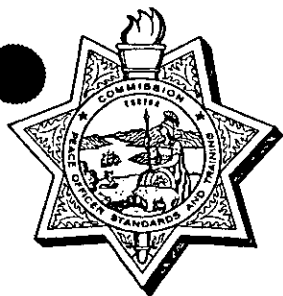
RECOMMENDATION:

1. I recommend that POST develop and fund additional planning conferences as follow-up to the Symposium on Professional Issues with the following stipulations:
  - a. The Executive Director shall have discretion in approving these further activities taking into consideration the results of the joint CPOA, PORAC, POST planning meeting.
  - b. Follow-up efforts must involve representatives of the Commission, appropriate professional associations, law enforcement agencies, and educators.
  - c. Periodic progress reports of these follow-up efforts be submitted to the Commission.

EDMUND G. BROWN JR.  
GOVERNOR

STATE OF CALIFORNIA

**Department of Justice**



**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

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**IMPLEMENTATION PLAN FOR THE SYMPOSIUM  
ON PROFESSIONAL ISSUES IN LAW ENFORCEMENT**

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|-------------------------|--|
| 10-23-80<br>(set)       | Commission meeting, Sacramento. Commissioners to receive the chronicles for study and approve the continuing activities.   |
| 10-29-80<br>(set)       | CPOA Conference, Pasadena. CPOA Executive Board and Committee Chairman/Members will review and develop their list of priorities of issues to be addressed.   |
| 11-11-80<br>(set)       | PORAC Conference, Lake Tahoe. PORAC Executive Board and Committee Chairman/Members will review and develop their list of priorities of issues to be addressed.   |
| 11-21-80<br>(suggested) | Adjourned Commission meeting, to review and establish POST's list of issue priorities. This meeting will also be a planning workshop for the Commission.   |
| 12-1-80<br>(suggested)  | POST, CPOA, PORAC Planning Meeting, Sacramento. Representatives of the agencies will conduct follow-up planning meeting on implementation plans. Respective agenda compared and a concurrent agenda prepared. Assignments made accordingly with timelines set. |
| 12-5-80                 | Planning for workshops on issues.  |
| 12-16-80<br>(set)       | POST Advisory Meeting, Orange County. Discuss Advisory role in implementation strategies for Commission as part of their regular meeting. This organization includes representation of many other professional associations in the state.                      |
| 1-5-81                  | Workshops on issues and commence - continue to closure on issues.  |
| 1-29-81<br>(set)        | Commission Meeting, San Diego. Progress reports will be received on the Symposium issues in progress or completed.   |